

RESIDENT ASSISTANT (RA) POSITION DESCRIPTION AND CONTRACT

2025-2026

Edmonds College Housing and Residence Life

Resident Assistants are members of the Housing Office Staff and report directly to the Coordinator for Residential Education (CRE) and Residence Life Assistant, and as representatives of the College, are expected to act accordingly at all times. As a staff member, the Resident Assistant is expected to strive to accomplish the primary objectives of the Housing program. To do so requires enthusiasm and energy, self-discipline and control, the power to observe keenly and accurately, knowledge of resources to assist you in your job, the ability to recognize and function well in the response to emergency situations or confrontations, and the ability to establish good rapport.

The job in terms of the objectives of the Housing program includes, but is not limited to, the following responsibilities and expectations:

I. Community Development

- A. Build rapport and become acquainted with each student within the community.
 - 1. Create personalized door decorations for each new resident in your assigned community before the start of each quarter.
 - 2. Create themed bulletin boards for your floor, matching the theme for your community's door decorations for the year.
 - i. Two 8.5x11" spaces must be kept open on your bulletin board and reserved for posters/flyers; one space should be dedicated to Housing events or information, while the other should be dedicated to campus-wide events or information.
 - 3. Decide upon a system of availability for residents in your community to be able to connect with you throughout the year (cell phone, email address, whiteboard on door, scheduled weekly drop-in hours, etc.)
 - 4. Schedule and attend floor meetings at the start of the fall quarter and at the start of any other quarter in which your assigned floor receives 6 or more new residents.
 - i. Fall quarter floor meetings should be conducted during orientation week; floor meetings for any other quarters should be held either during orientation week or within the first 2 weeks of the quarter.
 - 5. Become acquainted with residents' social and academic needs and facilitate meaningful discussions.
 - 6. Make efforts to attend campus programs and encourage residents to do so throughout the academic year.
- B. Be observant of those living in the community.
 - 1. Observe general behavior and relationships of residents and groups.
 - 2. Recognize and assist those who may have academic difficulty.
 - 3. Be aware of standards and attitudes of residents with RAs, roommates, and floormates.
 - 4. Observe and assist any residents with special health problems or refer them to the appropriate source.
- C. Assist residents.
 - 1. Know campus agencies where residents may be referred. Make referrals when necessary.
 - 2. Be available to assist with general problems.
 - 3. Be available for mediation as necessary, particularly involving roommate conflicts.
 - i. This must include spearheading the scheduling of mediations, whether by organizing the mediation via a face-to-face conversation or by managing the response of an email thread using the RA email address.
- D. Develop balanced and appropriate relationships with residents, staff members, and others.
 - 1. Spend equivalent time with individual residents in your assigned community; making friends with residents is encouraged, but be sure you are also giving all residents in your community equal access to connect with you.
 - 2. Balance all relationships, whether with residents or otherwise, with other commitments (academics, job, personal).
 - 3. Do not enter into romantic or exclusive relationships with residents from your assigned community.

II. Behavior and Conduct Intervention

- A. Set the best possible example by your own actions.
 - 1. Follow all College and Housing Office policies—no exceptions.
 - 2. Maintain a generally positive disposition toward Edmonds College and Housing in your communication with residents.
 - 3. Be consistent and ethical in your RA duties and in all ways whenever around residents.
 - 4. Any illegal use of drugs or alcohol will result in the immediate termination of your employment.
 - i. Additionally, being in the presence of alcohol or drugs while inside the residence halls and failing to report these conduct violations will result in immediate termination of your employment.
- B. Help residents know and understand policies and procedures.
 - 1. Know and interpret Edmonds College and Housing policies and regulations.
 - 2. Be knowledgeable of reasons behind policies and procedures and be prepared to explain them to residents..
 - 3. Encourage residents to help enforce policies in their community and instill the importance of bystander intervention.
- C. Confront policy violations.
 - 1. Respond to unacceptable noise levels in an effort to maintain an atmosphere that is livable and conducive to study/sleep.

2. Support and assist other staff members when they are required to enforce disciplinary consequences against residents.
3. Develop skills and expertise in performing the disciplinary function whenever responding to policy violations.
4. Formally follow up on all discipline situations with all involved parties.
5. Type accurate and procedurally correct incident reports, no more than 24 hours after the incident.
6. Work cooperatively with the CRE, Campus Security, and other personnel when dealing with policy issues.

D. Report more severe disciplinary issues to the CRE in a timely manner and in accordance with the RA emergency protocols.

E. Appear at disciplinary hearings whenever requested.

III. Advising

The Residence Hall community usually has a group of Housing Ambassadors (HA), and each Resident Assistant may be called upon to assist with advising the HA volunteer staff as appropriate. Responsibilities that RAs may be asked to assist with include but may not be limited to the following:

- A. Advertise HA team-led events to the members of the residential community.
- B. Assist with the necessary set-up for HA team-led events.
- C. Encourage all residents to develop their student leadership, to participate in Housing programs, and to join the HA team.

IV. Administrative Responsibilities

- A. Maintain all administrative responsibilities according to agreed-upon schedules.
 1. Turn in paperwork promptly (incident reports, apartment agreements, etc.).
 2. Assume “on-call” responsibilities in the residence halls throughout the week and during the weekend.
 3. Attend, and be on time to, regularly scheduled, and specially scheduled, staff meetings.
 4. Assist in keeping building facilities in good-working condition. Report deficiencies and damages to the CRE.
 5. Check the email registered with Housing as your preferred address regularly for Housing Office updates.
 6. Check your institutional email—either student email or staff email, which we can set up for you—at least once a week.
 7. Assist with responding to emails sent to the RA email address and managing email threads as updates or replies occur.
- B. Coordinate with the Housing Office.
 1. Be fully available for the opening and closing of halls each quarter and all tasks associated with each.
 2. Complete occupancy reports for the Housing Office.
 3. Assist with tracking work orders for maintenance and/or billing by keeping in touch with the respective residents.
 4. Be responsible for room changes in your community and maintain accuracy of paperwork and door decorations.
 5. Coordinate key checkout, replacement, etc. with the CRE and Building Manager.
 6. Furnish other information which may be necessary to the Housing Team (duty schedules, floor rosters, work orders, etc.).
- C. Take on a specialty role for the entire academic year.
 1. Specialty roles involve working on a specific task for 1-2 hours each month.
 2. Some specific specialty roles will be available for selection during September training or the start of the fall quarter; RAs are also invited to propose roles that they think they would like to take on throughout the academic year.
 3. Changes to specialty role assignments will only occur at the discretion of the CRE, based upon updated needs in the community or team or emergent concerns in an RA’s ability to uphold a role.

V. Programming Responsibilities

- A. Plan and implement the correct number and style of Housing-wide programs based on your community’s interests and needs.
 1. Poll your community’s residents for interests and needs at least once per quarter in a manner appropriate to the community.
 2. Be an effective representative of your community to the RA team, knowing your community’s demographics, level of social involvement, and best methods to foster community building and encourage attendance of Housing events.
- B. Encourage residents to stay on campus during weekends through occasional weekend programming.
 1. Plan weekend activities and assist with Housing Office-sponsored activities.
- C. Complete a program evaluation or community survey within 48 hours after the program has been completed, if applicable.
- D. Assist in planning and facilitation of Orientation Week programming at the start of each quarter.
- E. Host at least one “RA Coffee Chat,” which will occur once every couple of weeks throughout the academic year.
- F. Build community on your floor by organizing any one of the following options each quarter:
 1. Monthly RA drop-in hours with your floor’s residents, held in a communal space in the residence halls when you will be there for any questions or issues and will encourage your community to hang out together
 2. Quarterly events hosted exclusively for your floor’s residents; these events must be a minimum of 1 hour in length and must include an activity, at least one food item, and at least one beverage item
 3. Quarterly activities organized for your floor’s residents, such as a “Get-to-Know-Your-Neighbors” bingo sheet; other ideas for activities for your floor may be proposed by the RAs to the CRE

VI. Personal and Academic Balance

- A. Take no more than 18 credit hours per quarter unless previously arranged with the CRE.
- B. Must be enrolled in classes, or remain in OPT status or working in a local internship, for 3 consecutive quarters.
 1. A quarter-long break from classes is allowed if the above criteria are met.
- C. Spend a majority of the week in the residence halls or otherwise on campus.
- D. Attend classes regularly, serving as an academic role model for residents.

- E. Budget your time appropriately so the job is carried out, necessary studying is accomplished, and there is time for self-care.
- F. Students who are graduating in December or studying abroad during the academic year are not eligible to be an RA.
- G. Students must maintain at least a 2.5 GPA both quarterly and cumulative
- H. Attend Arrivals for all quarters (only one may be excused per year, with advanced notice.)

VII. Training and Development

- A. Participate in all of Fall training, returning to campus up to three weeks before Fall Quarter.
- B. Attend additional training times/days, if applicable.
- C. Assist in mid-year RA training, if applicable, staying on campus starting up to two weeks before the start of the next quarter.
- D. Attend all weekly staff meetings throughout the year. (usually 2 hours)
- E. Attend weekly individual one on one meetings with the CRE. (0.5 hour)
- F. Attend all meetings called by the CRE or Housing Director throughout the year.

VIII. Other Duties as Assigned

- A. Assume responsibilities for other duties as assigned by the CRE or Housing Director.
- B. RA's may be relocated between floors or buildings at any point to meet the needs of Edmonds College Housing and Residence Life.
- C. Changes due to COVID may cause additional job duties and/or changes in job duties.

As compensation for your work as a Resident Assistant, you will be provided free housing throughout the academic year and during the summer, should you choose to stay on campus as an RA for the summer quarter. Security deposits are still required but are fully refundable should there be no room damages made or extensive cleaning required. Along with your security deposit not being refunded, extensive room damages or excessive cleaning will result in additional charges. Additionally, \$100 stipends will be disbursed to each RA at the start of each quarter.

Additionally, as a Resident Assistant you will be provided with access to staff-only spaces in the residence halls, administrative resources, and information about residents. Such access, information, and resources are expected to be used only for work as an RA and as assigned by the CRE and not used for any other reasons or shared with anyone else at any time.

As a Resident Assistant, you must live in a two-bedroom apartment along with another RA throughout the academic year. As roommates, you will both be responsible for your assigned floor and must collaborate for all floor-specific responsibilities. In the case of roommate conflicts, transfers among RA apartments may be made; such transfers, however, are generally rare and reserved only for urgent conflicts affecting the health and well-being of the RA, and mediation efforts are often the more likely solution.

The job of Resident Assistant is unlike most other jobs in that you live within the same community you are expected to serve and are supporting your fellow residents while also remaining as a student. Due to the nature of this position, it is expected that RAs keep the following order of priorities: person-first, student-second, RA-third, and anything else afterwards. If your basic needs are not being met or you are having academic difficulties, such issues should be addressed and prioritized above the RA job, and communication should be made with the CRE as to what issues you are experiencing and what plans you have set in place to address them. After basic needs and academic expectations, RA responsibilities should be next on your list of priorities and must precede any other commitments.

Resident Assistants must be current students at Edmonds College or Central Washington University, be working in an internship—whether via the OPT program or, for domestic RAs, other internships—or have approval from the CRE and/or Housing Director for special circumstances. RAs working in an internship should not exceed 32 hours per week at their internship and must also maintain sufficient availability during business hours so as to guarantee availability for the scheduled RA responsibilities, including on-call shifts, staff meetings, and check-ins.

Resident Assistants must also refrain from working in any paid on-campus jobs during their employment as an RA, due to regulations surrounding their designation as “Student Volunteers,” as set by the college’s office of Human Resources; RAs may take on part-time jobs off-campus so long as they do not exceed 20 hours per week. On-campus volunteer opportunities may also be taken by RAs simultaneous to their employment by Housing.

Part-time jobs should not interfere with RA responsibilities, and although availability and schedule preferences will be be considered—but not necessarily accommodated due to scheduling limitations—when deciding on schedules for staff meetings, on-call shifts, and other scheduled duties, excessive schedule conflicts caused by part-time jobs may result in termination of your employment, should you not make sufficient efforts towards prioritizing the RA job over other part-time jobs.

During the winter quarter, you will complete an evaluation with the CRE, at which time you will:

- Make your own assessment of your skills, schedule, and satisfaction of the RA duties;
- Meet with the CRE to discuss their own evaluation of your performance as an RA;
- Address any job-related issues and write out a plan to improve on any job-related areas which are especially lacking, if applicable; and
- Declare prospective interest or disinterest in continuing as an RA during the summer and/or the following academic year.

In addition, there will be informal evaluations throughout the academic year, completed on a conversational, check-in basis during weekly individual meetings.

Your employment may be terminated at any time if you are not sufficiently meeting the expectations of the RA job and sufficient efforts are not made towards improving after being confronted about issues. In addition, working collaboratively with the entire RA team as well as with your respective RA roommate is a large expectation for this job, and persistent conflicts with the team or a continuous lack of collaboration and sharing of time and energy will also result in the termination of your position. Finally, as mentioned in section II(A)(4) of the above RA duties, there is a no-tolerance policy of illegal alcohol or drug usage for RAs, including a failure to report alcohol or drug usage within the residence halls even when the RA may not have consumed the alcohol or drugs, and any violations of this policy will result in immediate termination of your employment as an RA; any other violations of residential policies might also result in employment termination, as RAs are representatives of the college and of the Housing office and are therefore expected to model the behavior we expect of all our residents.

The disciplinary process will be administered via a 3-strike system. Unsatisfactory job performance or policy violations will demand a conduct meeting be held with the RA and CRE in attendance; the Residence Life Assistant and/or Housing Director might also be in attendance depending on the circumstances. RAs will always receive written notification of the need for a conduct meeting. After a conduct meeting, the CRE will determine if any strikes will be administered; not all conduct meetings may result in a conduct strike. RAs who must be assigned conduct strikes will receive written notification following their conduct meeting. A first strike is classified as a “conduct warning”; a second as “probationary status”; and a third as employment termination. More than one strike may be assigned for any given conduct violation depending on the severity of the violation.

Absences are always considered as either “approved” or “unexcused”; the CRE will always apply the priority model (person-first, student-second, RA-third, and other roles following) when determining whether any absence will be approved or deemed as unexcused. Situations like medical appointments, exams, and time-sensitive or otherwise urgent academic needs are always automatically considered as grounds for an approved absence. Personal emergencies such as a family member or close friend having a medical emergency are also considered as grounds for an approved absence; the CRE will almost always ask for specific detail and/or any documentation or proof of what occurred in order to approve this kind of absence. Otherwise, athletic practice or games, part-time jobs, club involvements, vacations, and other situations which do not fall ahead in importance to the RA job according to the priority model must be determined as unexcused absences.

All RAs are allowed up to two unexcused absences per quarter, but upon a third unexcused absence, a conduct meeting will be required and a conduct strike may be assigned depending on the context of the absence and the severity of what, specifically, was missed. All RAs are also allowed up to five approved absences per quarter without issue, but upon a sixth and any subsequent approved absence in a single quarter, a conduct meeting will be required in order to discuss in further detail what situations caused each approved absence that quarter; a conduct strike may also be assigned depending on the seriousness of what was missed.

Not all scheduled responsibilities count the same in terms of the number of absences as which they are deemed; these numbers apply no matter whether the absence was approved or unexcused, and each count towards their respective absence type depending on the kind of absence it is deemed to be by the CRE:

Missed staff meeting = 1 absence

Missed 30 minutes to 1 hour of staff meeting = 0.5 absences

Being more than 10 minutes late to staff meeting = 0.33 absences

Missed check-in = 1 absence

Missed check-in but the RA communicated after the fact and a newly scheduled meeting time was made for that week = 0.5 absences

Rescheduled check-in with advanced request to reschedule = 0 absences

Missed RA, Housing, or mandatory campus-wide event = 2 absences

Missed 1 hour of an RA event = 1 absence

Missed inspections = 2 absences

Missed weeknight on-call shift (without you finding a coworker to take that shift for you) = 2 absences

Missed weekend on-call shift (without you finding a coworker to take that shift for you) = 3 absences

By signing this contract, you agree to commit to the RA job and all the above duties for the 2025-26 academic year (Fall to Spring quarters.)

Print RA Name

Date

Sign RA Name

Print CRE Name

Date

Sign CRE Name