

Resident Assistant Job Description

The Resident Assistant (RA) is a paraprofessional leadership position in Residence Life. The RA acts as a peer leader and mentor while living in a unit of students within a residence hall community. The RA serves as a first point of contact for community building and responses to personal, social, and academic concerns of residents.

Those in the RA role are responsible for the residents in their building and are focused on student support, high-level concerns, administration, and who should spend the majority of time facilitating community and working directly with students.

Preferred Skills:

- Desire to help others and foster a community
- Apply critical thinking skills to creatively solve problems
- Ability to work independently and as a member of a team

Areas of Responsibility - Overview

- Community Development & Student Support - 55%
- Crisis and Behavioral Response - 30%
- Essential Administrative Duties - 15%

Expectations:

- Serve as a positive role model for responsible behavior and personal integrity inside the residential community, on-campus, off-campus, and in the greater Indianapolis community.
- Be available and accessible to residents and other staff a **minimum of 20 hours per week**.
- Keep Central Staff informed of relevant issues, provide feedback as appropriate, and accept feedback in a professional manner.
- Serve as a strong team member.
- Attend all weekly staff meetings, one-on-ones with Central Staff member, and any requested meetings or planned staff development activities with the Office of Residence Life.
- While on duty, RAs must sleep in the building, be visible in their assigned communities, make community rounds, and must be available by the duty cell phone.
- Attend and engage in Summer, Fall, and Winter Training opportunities as well as in-services throughout the academic year

Qualifications:

- Must be a full-time student at Butler University, enrolled in at least 12 credit hours, but not more than 18 credit hours without approval from the Director of Residence Life
- RAs must be undergraduate students enrolled in a degree granting program. Graduate students may be considered for the RA position if they have prior work experience and show a commitment to and exceptional performance in the role.
- Must take, be engaged in, and pass the RA Class with a grade of B or better.

- Must be available for Fall Training beginning early August. *Specific dates will be provided in further communication*
- Must be available from 8:30pm-10:30pm on Tuesday nights for staff meetings.
- Must be in good academic and conduct standing with the University.
- Must maintain a minimum semester and cumulative GPA of 2.75 for undergraduate students and minimum semester and cumulative GPA of 3.00 for graduate students.
 - If the semester GPA falls below standard, the RA has one semester of probation. If the semester GPA fails to meet the standard during the probationary semester, the RA will be terminated.

Supervision & Direction

RAs report to and work closely with a Senior Resident Assistant and a Community Director within a specific building or buildings. Community Directors provide support to the RA's and oversee the entire community. RAs receive an official evaluation at the end of fall semester and will need to reapply annually to be rehired into their positions. Returning to the position will be based upon performance evaluations with their supervisor and an evaluative conversation with a Residence Life staff member.

Agreement Period

The RA Position is a full academic year (consecutive Fall and Spring semesters) student leadership opportunity. The agreement period includes all trainings prior to the start of each semester as well as closing responsibilities at the end of each semester that will require Resident Assistants to stay past when residents will leave the building. The agreement period may also provide opportunities for RAs to fulfill duty responsibilities during scheduled breaks/holidays observed by the University, including but not limited to Fall Break, Thanksgiving Break, Winter Break, and Spring Break. Specific dates for trainings will be shared in the job agreement signed by staff members when they accept their position.

Compensation

Room and board while in the position, leadership development, special training for the position.

Specific Resident Assistant Duties*:

- ***Community Building and Campus Presence***
 - Hold 3-5 consistent "Community Hours" per week
 - Maintain monthly digital communication with residents regarding campus activities, campus events, announcements, etc.
 - Dawg Discussions
 - 2-3 per semester with each resident
 - Pro staff will provide tracking sheet as well as discussion guides and recommended questions
 - Bulletin Boards
 - COVID expectations and CDC guidelines

- Virtual learning resources
- Community hours
- Events/opportunities (Pursuant to CDC guidelines)
- BU Be Well connection (changed monthly)
- Door decorations
 - Once per semester
- Assist with Orientation and Welcome Week activities as needed

Programming Responsibilities are subject to change based on the 2021-2022 Campus Health and Safety Plan

- **Administration and Management**

- Participate in trainings & in services as assigned
- Hall preparation
 - This includes door decorations, bulletin boards, and unit inspection in addition to other duties as assigned
- Move-in/move-out support
- Complete roommate agreements
- Break opening/closing
- Duty logs
 - Completed by 9 AM the morning following a shift
- Dawg Discussion tracking
- “Community Hours” tracking
- Room changes
 - RCR’s, resident outreach, key collection
- Attendance at all trainings, staff meetings, and in-services

- **Emotional Support and Crisis Management**

- Duty protocols
 - Duty schedule set during training in August
 - Rounds completed twice a night during weekdays at 8 PM and 11 PM
 - Rounds completed three times a night during weekend at 7 PM, 10 PM, and 12 AM
 - Adherence to established guidelines and procedures
- Wellness checks
- Roommate mediations
- Respond to general safety concerns (facilities concerns, fire drills, etc.)

***=Subject to change**

Community Hours – set hours that each RA will make themselves available at set location to interact with residents, address concerns, etc.

Dawg Discussions – intentional discussions that will be designed to be developmental based on living community

RCR – room condition report