

**SAINT MARY'S COLLEGE**  
**Department of Residence Life & Community Standards**  
**Senior Resident Advisor Contract: 2016-2017 Academic Year**

**Position Summary**

Senior Resident Advisors (SRAs) are para-professional members of the Student Affairs staff selected on the basis of leadership, character and the ability to relate well with others. Reporting to a full time staff member, RAs are responsible for the guidance and community development of a residence hall section. SRAs are expected to be responsible and mature individuals who exert a positive influence on the members of their community and in particular to their fellow RA staff members. They are also expected to be caring individuals who have a positive outlook towards Saint Mary's College.

**Minimum Qualifications:**

1. Must have junior standing or higher by the beginning of the employment period.
2. Must have 4 semesters of residence hall living experience at SMC by the beginning of the employment period.
3. Must be in good standing with the College (academic, financial and community standards) at the time of application and continue in good standing for the duration of employment.
4. Must have a minimum cumulative and semester 2.75 G.P.A at the time of application and continue in good standing for the duration of employment.

**Job Compensation:**

1. A single room in their assigned hall free of charge.
2. A College loft free of charge.
3. A stipend based on years of service.

*Please note that the compensation is considered a financial resource and financial aid candidates selected as RAs will have an adjustment made in the self-help category of their aid packet.*

**Essential Duties and Responsibilities:**

*Administrative:*

1. Complete all assigned paperwork on time and accurately.
2. Participate in departmental processes and activities.
3. Distribute and hang all postings in a timely manner.
4. Complete other duties as assigned by the Department of Residence Life & Community Standards.

*Leadership:*

1. Act as a leader and a role model, on and off campus and through any online social networks.
2. Maintains credibility within the community; and behave in accordance with the College's values and expectations.
3. Maintain a positive attitude toward the RA position, the department and the College.

*Communication:*

1. Effectively and appropriately communicate with residents, peers and supervisor.
2. Accept and give feedback in a constructive manner to residents, peers and supervisor.
3. Inform your supervisor in a timely manner of all important situations and developments within the residence halls.

*Community Development:*

1. Strive to communicate a safe living inclusive section community that promotes and respects academic success, personal responsibility and social growth.
2. Assess and respond to the needs of your residents.
3. Be accessible to residents through physical presence in your section and in the building.
4. Fulfills the established RA community development requirements. Programs should be of a diverse nature which encourage residents to become active members of their community and emphasize the residence hall as a "living and learning" environment.
5. Supports and encourage the efforts of the Residence Hall Association.
6. Know all of your residents on an individual basis.

7. Work closely with the Ministry Assistant and Hall Director on the incorporations of the current College's Core Value into staff and community development.

#### *Situation Management:*

1. Be familiar with and follow all college policies and procedures.
2. Explains all College and Residence Hall policies to students, confronts inappropriate behavior and violations of these policies and writes incident reports as appropriate.
3. Participates in the building's RA on-call schedule including all breaks where the residence halls remain open.
4. Be a source of support for residents and refer them as necessary to offices and college officials.
5. Reports all security and safety concerns immediately.
6. Maintain the security of all submaster keys and keys leading to access of submasters.
7. Assists with and know all emergency and crisis procedures.

#### **Weekly Time Commitments:**

1. Work the front desk of a residence hall and assist with staff training and oversee the administrative processes at the front desk including all logs, check-in/out procedures, packages, etc. (4 hours per week).
2. Attend and help facilitate staff meeting (2 hours per week).
3. Attend bi-weekly individual supervision meetings (1 hour every other week).
4. Attend bi-weekly meetings with SRA, MA & HD (1 hour every other week)
5. Act as a resource, support and mentor to fellow staff members. This includes assuming 1 weekend night of RA duty per month (Sept.-Nov. and Feb-April). Conducting staff spotlights, creating and providing resources/assistance to staff members, creating and maintaining public bulletin boards, assisting with departmental projects/events, coordinating tour rooms/open houses and other Admissions events, organize staff activities, attending fellow staff members programs, taking the lead on hall wide programming, etc. (10 hours per week).
6. Be present in the hall for community development efforts (10 hours per week).

**Total weekly commitment: 27 hours per week.**

#### **Additional Time Commitments:**

1. RAs will be required to attend and participate in fall training at 5:00pm on Wednesday, August 10<sup>th</sup> 2016. Training will continue through orientation and the opening of the Residence Halls.
2. RAs will be required to stay late after the residence halls close for Christmas break to complete room inventories, collect keys and secure the building.
3. RAs will be required to attend and participate in winter training beginning at 5:00pm on Friday, January 13, 2017.
4. Undergraduate RAs must plan to stay through and until 5 p.m. the Sunday after graduation and may be required to work up to 25 hours at a residence hall's front desks without extra pay during Senior Week.

#### **Conditions of Employment:**

1. Individuals accepting the Resident Advisor position agree that their academic work will be their primary time commitment and that their RA position will be their secondary time commitment, with all other commitments coming after that. RAs must successfully balance both their academics and their RA responsibilities. RAs
2. Resident Advisors must maintain full-time student status.
3. RAs will not be able to hold another on campus position. Exceptions may be made if an RA is awarded federal work study. An RA may work an additional job off campus with prior approval from their supervisor.
4. Membership in extracurricular activities or internships may be permitted provided it does not interfere with job responsibilities and discussed with Hall Director. Resident Advisors may not serve as Peer Mentors, as President or Vice President of Student Government, RHA, SDB or SAB.
5. Appointments to the position of Resident Advisor and assignment to a particular hall and section are made by the Asst. VP for Student Affairs and the Director of Residence Life & Community Standards. In extreme circumstances, it may be necessary to change an RA's assignment to a particular residence hall or section. Every effort will be made to notify the RA affected as soon as possible.
6. Appointments are made for the fall semester and may be continued through the spring semester provided that the RA has successfully fulfilled her responsibilities in the fall. Failure to adhere to job

performance expectations may lead to an RA being placed on probation which could lead to termination. Appointments may be terminated at any time for failure to perform job responsibilities, failure to uphold College policies or failure to meet the minimum job qualifications. Termination or resignation will result in relocation to a different hall.