

SAINT MARY'S COLLEGE
Department of Residence Life & Community Standards
Resident Advisor Contract: 2014-2015 Academic Year

Position Summary

Resident Advisors (RAs) 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 Hall Director, RAs are responsible for the guidance and community development of a residence hall floor or section. RAs are expected to be mature individuals who exert a positive influence on the members of their community. They are also expected to be concerned, responsible individuals who are enthusiastic and have a positive outlook towards Saint Mary's College.

Minimum Qualifications:

1. Must have sophomore standing or higher by the beginning of the employment period.
2. Must have 2 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. Attend all meetings including but not limited to weekly staff meetings, periodic in-services, and bi-weekly individual meetings with your supervisor.
3. Participate in the RA staff selection process.
4. Work 2-4 desk hours weekly at the front desk of a Residence Hall.
5. Distribute and hang all postings in a timely manner.
6. Assist with the residence hall selection process.
7. 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 Hall Council and Residence Hall Association through participation at meetings and events. RAs are required to attend one Hall Council meeting/event per month.
6. Know all of your residents on an individual basis.

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 including but not limited to fire and tornado procedures.

Additional Time Commitments:

1. RAs must attend all training sessions prior to each semester and in-service programs during each semester. All staff members will need to return to campus by 5:00pm on Wednesday, August 13th 2014. 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 9, 2015.
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.
2. Resident Advisors must maintain full-time student status.
3. Resident Advisors cannot have any outside employment without 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 Welcome Week leaders, Peer Mentors, as an executive on Student Government, RHA, BOG, SDB, SAB or Hall Council. The Hall Director reserves the right to ask an RA to leave a position or activity if she feels that it interferes with the RA's responsibilities.
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 with the advice of the Hall Directors. 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. Each Hall Director will set clear guidelines and expectations for her RA staff. Failure to adhere to these 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.