

Dawson Community College
Resident Assistant Job Description

POSITION TITLE: Resident Assistant
DEPARTMENT: Residential Life and Student Life
CLASSIFICATION: Student Employee
SUPERVISION RECEIVED: Residence Life Professional Staff
SUPERVISION EXERCISED: None: Mentor fellow Students and serves as a role model

JOB SUMMARY:

The Resident Assistant (RA) is a registered full-time student employee who lives and interacts with his or her peers in the Housing complex. The RA is a member of the Residence Life Staff and actively participates in the development of a comprehensive Residence Life Program. The RA is appointed for a specific academic year. Reappointment is contingent upon successful job performance, requisite academic progress, favorable review by supervisor, and the on-going needs of the overall DCC Residence Life system.

The RA position, due to its live-in nature, requires willingness to be called into service at any time of the day or night and even on weekends and during breaks in order to meet the students' needs as they arise including on duty responsibilities during the week and some weekends; 4 hours a week working on Student Life related activities; and even in times of emergency when the campus may close for extended periods of time. The RA will function as a resource, friend, and peer advisor to residents. Therefore, availability, consistency, positive role modeling, and interpersonal skills are of the utmost importance.

The RA expected to serve as a role model at all times and abide by all college and Residence Life policies. The RA is expected to adopt the goals of maintaining a safe, secure and comfortable living/learning environment. As a role model and programmer, the RA is further fulfilling the College's mission for education and service as well as maintaining good academic standing and continuing full-time student status.

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the college and university policies and procedures and to promote the educational objectives of the institution. Respect creates an atmosphere for learning. Respect, in this sense, is a minimum threshold for our interactions with each other. A higher threshold is a "caring regard" for the people with whom we work.

DUTIES AND RESPONSIBILITIES:

SERVE AS A ROLE MODEL

Possess knowledge, skills, and abilities which demonstrate:

1. Maintain a high academic success (obtain a minimum 2.50 semester grade point average and maintain a 2.50 cumulative grade point average) and solid academic progress towards graduation full time students (a minimum of 12 credit hours per semester).

Failure to meet academic performance standards may result in Resident Assistant being placed on probation or affect continued employment status.

2. Abide by and enforce all college policies, Housing-Dining-Hospitality, and Residence Life policies, and the DCC Student Handbook.
3. Communicate with all residence and staff members in an open, supportive, and constructive manner, including the RA's suitemate/apartment-mates as applicable
4. Promote a living/learning atmosphere which enhances education and is supportive of the exchange of diverse ideas and experiences.
5. Maintain objectivity and confidentiality in all sensitive matters and with student information.
6. Build and maintain a relationship of trust and mutual support with individual residents, including suitemates/apartment-mates as applicable.
7. Maintain a cooperative team environment and positive attitude within the Residence Life staff and the DCC residential community.

A. STAFF AND RESIDENT COMMUNICATION

Communication and interaction between Residence Life staff as well as with all residents is vital to be healthy team relationship and a viable and supportive residential community Resident Assistants will:

1. Report to his/her supervisor on all aspects of the Residential Assistants work. The Residence Assistant and his/her supervisor shall have formal and informal conferences, evaluations, and communication on a regular basis. The Residence Assistant is additionally required to check his/her mailbox and read his/her email daily.
2. Interact professionally with internal and external customers and resources.
3. Inform residents of policies/ procedures and events via regular floor newsletters and meetings through personal contact.
4. Assist and support staff as needed and requested and actively support and contribute to the staff team concept.
5. Maintain a cooperative team environment and positive attitude.
6. Be available, visible and approachable on a daily basis to residents and supervisors.
7. Attend and participate in regular Resident Assistant staff meetings (time to be determined).
8. Be open and responsive to constructive feedback and opinions from his/her supervisor and other staff members, and provide constructive feedback when appropriate.

B. PROGRAMMING

DCC Residence Life is committed to providing services which enhance the residential living/learning environment; Residence Life staff is expected to provide residents with a variety of educational, cultural, social, and recreational programs. The objective is to help create and maintain a friendly environment which stimulates cooperation, personal growth, and academic

achievements within the residential community. The key goals of programming are education, community building, and encouraging peer interaction. Resident Assistant will:

1. Promote a living/ learning community which enhances education in and out of the classroom.
2. Initiate, develop, and facilitate regular scheduled floor/building programs, to enhance overall student development.
3. Introduce residents to new cultures, values, and lifestyles by providing challenging activities that lead to a supportive exchange of ideas and experiences
4. Cooperate with other groups who also organize campus programs, primarily the DCC ASB students.
5. Complete 4 hours of work a week for Student Life (outside of Residence Life) which may include but is not limited to serving as a ref or worker for intramurals, open gym supervising, campus activities.
6. Facilitate the development of leadership, conflict management, and interpersonal skills by providing opportunities for residents to plan and implement programs.
7. Organize, implement and support required educational and community-building programs.
8. File all required paperwork in a timely manner, including requests for reimbursements and programming reports within 48 hours.
9. Develop effective and comprehensive advertising for Residence Life and DCC sponsored events

C. DISCIPLINE, POLICIES, AND PROCEDURES

The DCC Life staff is committed to providing an educational and developmental residential community. Residents' safety and security is of the utmost importance and disciplinary action is dealt with according to the Residence Life Manual. NOTE: The RA must be a role model within the DCC residential system and adhere to these policies and procedures at all times. Violation can be grounds for immediate dismissal. Resident Assistant will:

1. Gain understanding and knowledge for the policies and procedures of DCC Residence Life, the Housing Contract and the DCC student Handbook.
2. Inform residents of policies and clarify policies and procedures
3. Address discipline or behavioral problems and complete and submit required Incident Reports with supervisor(s) as soon as possible after the incident (immediately is best for all details). Maintain objectivity and strict confidentiality regarding disciplinary issues.
4. Conduct follow-ups as needed or per supervisor instructions.
5. RAs do not have the power or authority to fine anyone. RAs record what happened through an incident report and Residence Life Professional staff determine if any fines or disciplinary action are taken by the college.

D. AVAILABILITY

1. Be visible, available, and approachable to residents. This means being in one's room/ apartment on a daily and regular basis (several hours per day not including sleeping

time). Maintain significant personal contact with all residents in their living area by visiting each apartment at least once per week.

2. Conduct regular room checks, handle violations and roommate conflicts.
3. Attend all RA training before the Fall and Spring semesters begin. Training will be held the week before school starts and is MANDATORY. If you are involved in athletics you must make arrangements with your coach to attend training or you are not eligible to serve as an RA. Staff will be required to perform administrative duties in preparation for opening, welcome week, and early move-ins.
4. Remain after Fall and end of Spring semester three days to assist with completion of all administrative tasks related to closing, vacations/breaks, and other peak times.
5. Attend all required and scheduled RA training sessions, retreats, and activities throughout the academic year, including but not limited to welcome week events, unless providing duty/office coverage.
6. Work on-call duties as scheduled carrying the RA on call phone, including weekdays and weekends. Be available during emergency situations and other times as requested or scheduled.
7. All Resident Assistants will be required to work one week-long break during the year (i.e. Thanksgiving, over Christmas, or Spring Break).
8. Notify the Residence Life Professional Staff when gone overnight or for the weekends. Including sporting events.
9. Consider the College to be the principal employer and second responsibility only to academics. Second jobs, odd jobs, part time work, and involvement in outside activities are permissible only so long as they do not interfere with time, availability, and the efficiency of the RA. All outside employment and involvement in activities must be submitted in writing for approval by the Residence Assistant's direct supervisor upon acceptance of the Resident Assistant position.

E. ADMINISTRATION/ MANAGEMENT OF FACILITIES

1. Assist supervisor with administrative work. Complete assigned administrative tasks and paperwork within designated timelines.
2. Report damaged and maintenance problems; when conducting room/apartment checks.
3. Conduct floor/building meetings throughout the years as determined by the supervisor. Serve as a liaison between residents and DCC administrative staff.
4. Be sensitive to the campus ecology of the RA's apartment and residential commons area.
5. Know and enforce fire safety procedures and regulations.
6. Conduct and assist with conducting safety drills and/or safety programs
7. Establish positive working relationships with Residence Life Staff; other campus personnel and departments, and Housing maintenance, grounds, and custodial crews
8. Perform extra areas of responsibility and duties as otherwise assigned by the supervisor.
9. Report, document, and follow up on safety violations, security issues, building damages and maintenance problems.
10. Be prompt in attending all required meetings and duties

QUALIFICATIONS

1. Full time DCC student status (12 undergraduate credit hours per semester).

2. All RA candidates and current Resident Assistance are required to have a minimum cumulative Grade Point Average of 2.5 and a minimum 2.5 semester Grade Point Average in the previous semester in order to apply for the position.

COMPENSATION

It is required that all RAs reside in the DCC residential facilities as assigned.

1. Compensation is in the form of a waiver for the RA's Housing room charge, (internet, cable TV, electricity and water are all included in the waiver). **NOTE: Resident Assistant should expect to be assigned a roommate.**
2. If employment is terminated early for any reason, the student will be charged a prorated fee for the remainder of the housing allotment.
3. Compensation package is subject to change in the event of any changes to the College Housing Contract; candidates will be notified of any changes prior to signing any employment agreements.
4. Individuals who resign or are terminated prior to the end of their contract period will be expected to pay back any prorated daily balance which applies to their actual period of employment. The room benefit received as an employee may impact your overall financial aid eligibility. Benefits reduce your cost of attendance which limits funding you are able to receive. If you are pursuing financial aid such as grants, loans or scholarship, please contact the Financial Aid Office for more information about possible adjustments to your award.