



Christian Brothers University
Office of Residence Life

Resident Assistant Job Description 2019-2020

It should be understood that this description cannot cover all the roles and duties performed by the Resident Assistant. Some duties are unique to each residence area and will be outlined by the Director of Residence Life or Assistant Director of Residence Life.

About the Department

Residence Life is housed within the Student Life department of CBU. All of the units in Student Life support student development beyond the classroom from the first day on campus until graduation. The Residence Life staff support all students who live on campus, and enhance the living experiences of those students.

Specific goals for Residence Life at Christian Brothers University are the following:

- ✓ To promote an atmosphere conducive to academic achievement and intellectual stimulation
- ✓ To promote one-on-one assistance by listening, advising and referring
- ✓ To aid students in developing a sense of individual responsibility and self-discipline
- ✓ To provide comfortable, safe and convenient places to reside
- ✓ To interpret University objectives, policies and rules to the student and to help students utilize the broad range of services and agencies available to them

Residence Life strives to inform and impact what students are learning outside of the classroom in three goal areas: Creating Community, Practical Competence, and Multicultural Understanding. A variety of initiatives, led by the Assistant Director of Residence Life and executed by the entire Residence Life staff, are used to educate all residents.

General Position Description

Resident Assistant (RA)

- Work closely with other Residence Life staff members to develop and maintain an atmosphere that promotes residential communities through excellence in academics and personal development opportunities for students.
- Work with students and other Residence Life personnel to promote a socially, culturally, and educationally enriching experience for students.
- Develop communities and programs that involve students, faculty and staff.
- Administer Residence Education Plan for developing residents holistically and intentionally with support from Assistant Director and Director.
- Follow and enforce policies and procedures as outlined in the university's Code of Conduct.
- Plan monthly social gatherings.
- Contribute to the planning of educational programs for the department.
- Contribute to administrative responsibilities of the department including paperwork, reports, hall openings and closings, and health and safety inspections.
- Participate in overnight, on-call duty rotation for customer service, safety and emergency response to residents.
- Meeting on a regular basis with supervisors and as a staff

Senior Resident Assistant (SRA)

- All of the above, along with the following
- Administrative of the duty calendar and other paperwork/ reports as required.
- Assist with training and supervision of other RAs.
- Leading a biweekly staff meeting.
- Monthly one on one meeting with each staff member in area; Biweekly one on one meeting with supervisor

Minimum Qualifications

1. Academic Standing: Undergraduate students in good standing with the university and possessing a minimum 2.500 cumulative GPA at the time of application. A semester and cumulative GPA of 2.500 must be maintained throughout the period of employment. A GPA check will occur each semester that you are to enter into the position to verify that you have met this requirement. Please note that GPA does not round up; any GPA below a

2.500 may make you ineligible to apply for the position. Release from position and/or academic notice may be required for staff members that do not maintain the 2.500 GPA requirement.

2. Judicial Standing: Candidate must be in good judicial standing. Good judicial standing is determined by number of previous incidents, severity of charges, and status of findings and sanctions. Release from position may be required for students who do not maintain this standing. No candidate or employee can have an OPEN judicial file during the interview and/or employment period.
3. Residency: Applicants must have had prior experience in group living or group leadership. Off-campus students who have had this experience are encouraged to apply.
4. Experience: Leadership experience in campus, community or residence hall work, activities or organization is desired.
5. Personal Skills: Must demonstrate skills in human relations, maturity potential for leadership, tolerance of different viewpoints, assertiveness, willingness to accept responsibility and sincere interest in working with students. Students must also have a record of good personal conduct.
6. SRA: Candidate must have served at least one year in the role of a Resident Assistant, preferably at CBU.

Terms of Employment (NOTE – All Important Dates and Times are Highlighted Yellow)

START DAYS	Fall Start Day	Spring Start Day
All S/RAs:	Thursday, August 8, 2019	*Thursday, January 2, 2020
END DAYS	Fall End Day	Spring End Day
All S/RAs:	Saturday, December 14, 2019	Saturday, May 10, 2020

*All S/RAs must be back on campus no later than 5pm on these dates to prepare for potential check-ins for their community

End day times will be shared by supervisors. These days are subject to change depending on the need of the community. You may be required to serve duty during this period. It is STRONGLY RECOMMENDED that you do not make travel plans during this period until you have spoken to a supervisor.

	Fall Training Days	Spring Training Days
All S/RAs:	August 8-18, 2019	**January 2-5, 2020