

Job Title: Resident Advisor for Housing & Residence Life

Location: Notre Dame of Maryland University

Compensation: \$2,500 personal stipend for the academic year, free single room (\$11,250), and a free meal plan (\$5,300)

Hours: Approximately 20 hours weekly

Reports to: Director of Housing and Residence Life & Graduate Resident Coordinator

Available Positions: 10

Job Summary:

The Resident Advisor (RA) is a student staff member within Housing and Residence Life who plays a critical role in creating a safe, inclusive, and engaged living environment for residents. The RA is responsible for the development and implementation of programs and activities that support the academic, personal, and social growth of residents. Additionally, the RA is responsible for maintaining a secure and well-maintained living environment, resolving conflicts, and enforcing housing policies.

Responsibilities:

- Develop and implement programs and activities that promote a positive and inclusive community environment
- Assist in the opening and closing of the residence halls
- Submit maintenance request on behalf of residents
- Provide support, mentorship, and guidance to residents
- Respond to emergency situations
- Enforce housing policies
- Mediate roommate conflicts and other community issues
- Maintain a secure living environment by conducting room checks and responding to incidents in the residence halls
- Collaborate with other RAs and professional staff members to ensure the overall success of the residence community
- Participate in bi-weekly departmental meetings
- Attend mandatory 2 weeklong professional development held prior to the beginning of the Fall semester
- Attend mandatory 1 weeklong professional development held prior to the beginning of the Spring Semester
- Meet 1:1 with Graduate Resident Coordinator as assigned
- Serve in an on-call and duty rotation (including winter and holiday breaks)
- Perform other duties as assigned

Requirements:

- Must be enrolled as a full-time student at the university

- Prior experience in community development, conflict resolution, or a related field is preferred
- Strong communication and interpersonal skills
- Ability to work well in a team environment
- Ability to multitask and prioritize effectively
- Ability to work evenings and weekends, as needed
- Maintain a GPA of at least 2.50

This is a live-in position, and the RA will be required to reside in the residence hall during the academic year. The compensation package includes a \$2,500 stipend for the academic year, a free meal plan, and a free room in the residence hall.