



Resident Advisor Job Description

Eligible Applicants: Undergraduate, Women's College Students, Graduate Students

Immediate Supervisor: Respective Graduate Residence Coordinator, Director of Housing & Residence Life

General Function:

The Resident Advisor (RA) facilitates the social, academic, and personal adjustment of students to the residence hall and University. The RA develops a sense of community among residents as members of a floor, residents of a hall, and active participants in the residence life system. The RA serves as a positive role model to residents and peer staff members. The RA enforces the rules and policies of Housing & Residence Life and Notre Dame of Maryland University. The RA acts as a liaison between residents and the University administration.

Minimum Acceptable Qualifications

- **Academic**
 - At the time of application, the candidate must have a minimum of 12 completed semester hours at Notre Dame of Maryland and a NDMU GPA of 2.5. Upon offer and acceptance of position, RAs must earn 12-16 credit hours per semester unless prior approval otherwise is obtained from the Director of Housing & Residence Life. RAs must also maintain a semester and cumulative 2.5 GPA.
- **University Residence Life Experience**
 - At least one semester of NDMU residential experience preferred
- **Knowledge, Skills, and Abilities**
 - Applicants must show knowledge of the University and/or the residence hall system, of University and Residence Life policies and procedures. Applicants must also have the following abilities: to communicate well in group and individual situations; to establish rapport with a wide variety of people; to design and implement experiences to meet specific established goals; and to quickly evaluate crisis situations and respond appropriately.

Required Duties and Responsibilities

- **General Needs**
 - Attend and participate in weekly staff meetings
 - Assist in the supervision of the residence hall, responding to all requests and emergencies during duty hours.
 - Perform daily and weekend duty and responsibilities.



- Attend and participate in staff training sessions held prior to the beginning of each semester and throughout the year. [typically, August and January training sessions with possibility of additional trainings to be held at the discretion of the Director of Housing & Residence Life]
- Contact the appropriate Residence Life administrator on behalf of the residents regarding issues of concern.
- Be available to residents on a daily basis.
- Attend all scheduled in-services offered during non-meeting times.
- Attend scheduled one-on-one meetings with the Graduate Residence Coordinator.
- Perform other tasks as required.
- **Community and Student Development Needs**
 - Act as a para-counselor and advise residents regarding personal and academic concerns.
 - Assist residents in their adjustment to roommate and community living.
 - Design and implement programming for floor members that enhance the social, educational, community, and personal development of residents and connects them to the floor, living-learning community (if applicable), building, and university community.
 - Actively encourage and promote involvement in Residence Hall Association programs and activities.
 - Design and construct monthly door decorations and residence hall decorations that coordinate with the overall residence hall theme.
 - Conduct periodic floor meetings for the purpose of planning experiences, disseminating information, and explaining residence hall policies and procedures.
 - Relate well to individuals of all ethnic, racial, cultural, and religious backgrounds, encouraging better understanding of cultural diversity and individual differences on the floor and in the residence hall.
 - Respond to all witnessed violations of Residence Life and University policies occurring within any NDMU residence hall. Prepare and submit the appropriate report to the Graduate Residence Coordinator, Director of Housing & Residence Life, and Dean of Student within the Division of Student Life, within 24 hours.
 - Attend and participate in University hearings when necessary.
 - Demonstrate commitment to development of living-learning communities through building positive relationships with campus partners, creating and implementing experiential opportunities that support the theme of your community and inspiring residents to be active participants, if applicable.



- **Administrative Needs**
 - Actively inform residents of pertinent academic and University information.
 - Assist, as requested, in the handling of all emergency situations (e.g., fire, health, safety).
 - Assist in the opening and closing of the residence halls, requiring time prior to the beginning of semester courses and time following the completion of these courses.
 - Receive and promptly process requests for maintenance repairs and custodial needs received from residents.
 - Assess the physical condition of rooms before and after occupancy, preparing and filing the appropriate form with the immediate supervisor in a timely fashion.
 - Interpret and disseminate to the residents information/directives from Housing & Residence Life.
 - Assist in special events where Housing & Residence Life plays an important role (e.g., Welcome Week, Orientations, Involvement Fairs, Housing Selection, Legacy Leaders Group Process, etc.).
- **On-duty needs**
 - RAs respond to lockouts, emergency situations, and policy violations.
 - Monitor residence hall conditions and fill out maintenance and custodial orders as necessary.
 - Note: Being on-duty is an ideal time to be visible throughout the residence hall. It provides time to visit with residents and socialize with other RAs.
 - Regular communication with duty partner, professional on duty administrator, and immediate Residence Life staff [as needed].

If any of the above expectations are not met, the Resident Advisor may be placed in a probationary status. During that probationary period, the RA will have to make adjustments in her performance to meet those expectations or the staff member may be released from her position.

Compensation:

- Room and board cost covered by Housing & Residence Life
- \$2500 stipend for the year (paid bi-weekly according the student pay schedule)

Employment begins at a time designated by the Director of Residence Life and is an academic year to academic year contract. Employment for subsequent years occurs through a re-application process and is contingent upon previous job performance.

Reemployment is not guaranteed.