Resident Assistant (RA) Position Description

Supervised By: Resident Director/Student Life Coordinator

PURPOSE OF POSITION
The Resident Assistant is the live-in person responsible for a floor of a residence hall consisting of 23 to 34 students. They engage in all phases of the residential living experience with direction from the Resident Director and/or Student Life Coordinator, and are responsible for their floor community. The Resident Assistant serves as a liaison between the University administration and the residents of the hall; fosters an atmosphere for academic, social, cultural, and emotional growth in the residence hall by serving as an advisor to the residents; assists in the enforcement of all University and hall policies; is responsible for the general well-being, community development and a student learning environment in the residence hall. This position is 20 hours per week.

Compensation
RAs earn an on-campus room and meal plan.

PRIMARY DUTIES

Community Development

- Initiate and promote the development of residence hall social, cultural, and educational programs as outlined by the Resident Director and/or Student Life Coordinator.
- Promote programs, weekly traditions, floor snacks, and other events through eye-catching and creative advertisement.
- Assist the Student Life Coordinator in recruitment of residents to the Residence Hall Association.
- Be available to students during desk hours and duty nights to answer questions and assist with any concerns they may have.
- Develop a sense of community among the residents of the floor.
- Know campus resources and refers students to appropriate University personnel as needed.
- Help residents develop individual respect for one another as well as respect for personal and University property and University policies.
- Be aware of transition issues new students experience and attitudes and behavioral patterns of residents at Montana State University - Northern.
- Assist residents in becoming a part of the community, both in the residence hall, as well as at Montana State University - Northern.
- Provide excellent customer service while working with residents, both at the desk and in day-to-day interactions.
- Communicate student concerns with the Resident Director and/or Student Life Coordinator.
- Complete four office hours on your floor each week.
Administrative

• Participate in all weekly staff meetings, trainings, and in-service meetings.
• Work four to six hours per week at a residence hall desk to assist in general desk operations and assigned administrative tasks.
• Be available to assist in covering desk hours on weekends and/or holidays.
• Assist with room checks and Health & Safety Inspection each semester.
• Answer the phone and general questions at the desk from residents and guests.
• Assist residents when locked out.
• Check out equipment to residents from the front desk.
• Complete all required logs at the front desk.
• Maintain confidentiality of student information in accordance with Residence Life and FERPA policies.
• Participate in the recruitment and selection processes for Resident Assistants.
• Complete program proposals, evaluations, and intentional interactions tracking requirements as outlined by the Resident Director and/or Student Life Coordinator.

Conduct

• Reflect positive behavior and follow all Montana State University - Northern Student Code of Conduct requirements, Residence Life policies and State and Federal Laws both on and off campus.
• Report all Student Conduct Code violations and concerning behaviors through the Maxient conduct system.
• Report concerns about residents using CARE Reports
• Perform the “RA on Duty” function by conducting rounds of the community and addressing any concerns.
• Complete the Duty Log for each set of rounds completed while on duty.
Departmental Initiatives

- Attend all departmental training.
  - RAs will be required to return to campus in early August, three weeks before the first day of classes to participate in two weeks of student staff training and assist in opening the halls.
  - RAs will be required to return to campus in January one week before the first day of classes to participate in student staff training and hall opening.
- Assist with all hall openings and closings at breaks and the beginning and end of semesters.
  - RAs are required to stay on campus for one major break period (either Thanksgiving or Spring Break). Break assignments will be finalized early in the Fall semester to ensure equal staff coverage.
  - RAs are required to stay on campus up to three days after the end of a semester to help check students out and close the building.

Minimum Qualification

- Be a full-time student (12-18 undergraduate credits, 9-12 graduate credits)
- 2.5 GPA (Cumulative and semester GPAs will be verified during the hiring process)
- Be in good conduct standing with the university
- Interest in working with people

20 Hour/Week Breakdown

<table>
<thead>
<tr>
<th>Task</th>
<th>Hours Per Week</th>
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<tbody>
<tr>
<td>Community Development (Office Hours / Other Programs)</td>
<td>5-8</td>
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<tr>
<td>1:1 with the Resident Director and/or Student Life Coordinator</td>
<td>0.5</td>
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<tr>
<td>Staff Meeting</td>
<td>2</td>
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<tr>
<td>On-Call/ Duty</td>
<td>5-7</td>
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<tr>
<td>Desk Hours</td>
<td>4-6</td>
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<tr>
<td>Other responsibilities</td>
<td>1-3</td>
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