

RESIDENT ASSISTANT JOB DESCRIPTION

- Title:** Resident Assistant
- Reports to:** Graduate Assistant of Residence Life/Director of Residence Life
- Requirements:** Must have a minimum overall and semester GPA of 2.5. Additionally, cannot be on academic or social probation and must have lived in the residence halls for two semesters.
- Responsibilities:** The Resident Assistant is responsible for development of community in the residence halls through programming, discipline, and general administrative duties based on a philosophy of student growth and development.

General Duties

1. Promote a positive sense of community in the residence hall.
2. Be available and accessible to all residents on your floor and/or your building.
3. Respond consistently and in a timely fashion to all problems encountered.
4. Foster leadership development in your residents by encouraging involvement in student government offices, volunteering opportunities and other student organizations.
5. Advise students on personal, social and academic matters. Make appropriate referrals when necessary.
6. Assist in the room assessment process.
7. Limit involvement in other campus organizations per Residence Life guidelines.
8. Perform other duties assigned by the Office of Residence Life.

Administrative Duties

1. Have a clear understanding of all policies at Averett University. In addition, adhere to these University policies and Office of Residence Life guidelines.
2. Turn in accurate and timely reports as needed; i.e. work orders, incident reports, duty logs and program reports.
3. Make referrals to appropriate University services and inform the Office of Residence Life when appropriate.
4. Be aware of emergency procedures and react to critical situations in a positive and effective manner.
5. Be on duty at assigned times and follow on-duty guidelines.
6. Be available to open and close the residence halls when necessary.
7. Fulfill all duties related to the opening of school in August and the closing of the residence halls in April.

Staff Development

1. Attend all spring and fall training sessions, in-service training, and special developmental seminars as indicated by the Office of Residence Life.
2. Attend all staff weekly/bi-weekly meetings or special meetings called by any University official.
3. Support fellow staff members.
4. Participate in the recruitment and selection process for resident assistants.

Programmatic Duties

1. Assess residents' needs.
2. Program to the needs of your residents based on the wellness concept of developmental needs.
3. Publicize upcoming events and programs.
4. Promote and attend scheduled activities.
5. Encourage hall participation and attendance at activities both on and off campus.
6. Meet the staff programming requirements as outlined during fall training.