



OHIO
UNIVERSITY

Division of Student Affairs
Residential Housing

Resident Assistant Job Description

The role of the paraprofessional staff is a vital one. For many students the RA is the highest-ranking University official with whom contact is made. Impressions about the college experience, and about the quality of life at Ohio University, are based to a large extent upon the residence hall experience and staff. That's precisely why there is a very manageable student/staff ratio within the residence halls.

Resident Assistants are graduate or undergraduate members of the Residential Housing staff who are under contract to the Associate Director of Residential Education. They report to and are directly supervised by a Residential Coordinator or Resident Director. Resident Assistants have the most frequent and direct communication with resident students; therefore, they have an outstanding opportunity to contribute to the development and education of individuals. They also have a great responsibility in implementing programs and enforcing policies through which the goals of Residential Housing can be accomplished. It is our expectation that the Resident Assistant is sincerely interested in and supportive of the welfare of the students at Ohio University.

I. Qualifications for Selection:

- A. An Ohio University student enrolled full-time in an undergraduate or graduate degree program.
- B. Leadership potential as evidenced by previous leadership experiences, recommendations, and staff evaluations.
- C. High level of maturity exhibited in sound judgment, emotional stability, flexibility, and willingness to accept responsibility.
- D. Strong interpersonal skills through proven ability to interact effectively with others and as perceived through the interview process and the paraprofessional class.
- E. Good conduct standing with the University (not currently on disciplinary probation).
- F. A 2.25 accumulative grade point average as well as a 2.0 grade point average the quarter preceding employment is required. Candidacy may be terminated if second quarter grades do not raise the accumulative GPA above a 2.25. A minimum of 40 quarter hours of credit must be earned by the quarter of employment.
- G. Satisfactory completion of a three (3) credit paraprofessional training course is required for employment.

Preference is given to applicants who will be enrolled on campus all three quarters.

II. Responsibilities:

To support the Department of Residential Housing in attaining its goals for the residential students. Our primary goal is the development of an environment conducive to the academic and personal growth of students living in the residence halls. The following is a summary of the significant expectations for which Resident Assistants are responsible.

A. Student Relationships:

Resident Assistants strive to help each student develop to their full potential as a person, a student, and a member of their floor, hall, and University communities. In their multiple roles as peer, facilitator, administrator and disciplinarian, Resident Assistants model appropriate respect for the health, safety, welfare and rights of all members living in the residence halls. Each Resident Assistant is expected to:

- a. Meet and become acquainted with each of their residents.
- b. Assist students with personal, vocational, social, academic and general concerns or refer students to other resources when appropriate.
- c. Spend sufficient time on the floor section to assess student needs, and ensure that the information is accurately transmitted to the immediate supervisor in a timely manner.
- d. Continually model appropriate behavior through academic and personal goals.
- e. Maintain confidentiality of information when ethical and appropriate to do so.

B. Student Conduct

Resident Assistants are responsible for responding to student behavior so that an atmosphere conducive to study is maintained and the physical facilities are protected for student use in the future. Resident Assistants are responsible for maintaining consistent policies throughout the residence hall and for impressing upon residents that they are responsible for their own actions. Under no condition should Resident Assistants tolerate immature behavior or improper conduct. Specifically, a Resident Assistant is expected to:

Know the University Student Code of Conduct as outlined in the Student Handbook and the residence hall regulations presented in the Housing Contract and the Paraprofessional Staff Manual.

- a. Know the procedure for handling violations of University and residence hall regulations.
- b. Respond to problems calmly and reasonably.
- c. Discuss with supervisor the best way to handle specific problems.
- d. Recognize the importance of making decisions that are consistent with the expectations and procedures of the Department of Residence Life.
- e. Abide by all policies as well as enforce them. This means that under no circumstances should a resident Assistant ignore the violation of a regulation or policy by a resident, nor violate regulations or policies that residents are expected to follow.

C. Programming:

Since a balance of activities in the residence hall contributes to a feeling of "community", Resident Assistants are responsible for actively assisting individuals, floor sections, the hall/complex council, other staff members and the Residential Coordinator/Resident Director with the continual assessment of programming needs and the successful implementation of programs and activities.

Specifically, each Resident Assistant is expected to:

- a. Attend hall council meetings to demonstrate support, and when appropriate, offer assistance.
- b. Identify potential hall leaders and direct their involvement at the floor and hall levels.
- c. Encourage the active involvement of residents in planning and implementing hall activities.
- d. Assist the Residential Coordinator/Resident Director in the assessment, planning implementation, and evaluation of a balance of the programs and activities.
- e. Promote activities that contribute to a beneficial living/learning atmosphere on the floor section.

D. Administration - Documentation:

The smooth operation of residence halls is dependent upon the cooperative efforts of all staff members. Resident Assistants are called upon to provide administrative support that is important to the operation of the hall. A Resident Assistant is expected to:

- a. Attend all weekly staff meetings.
- b. Complete all assigned administrative tasks thoroughly, accurately, and on time (such as: mail duty, furniture inventory, et cetera).
- c. Assist the Residential Coordinator/Assistant Residential Coordinator with periodic room inspections and the proper check-in and checkout of residents.
- d. Assist the Residential Custodial Services (RCS) staff in identifying facilities in need of repair or special attention.

E. Communications:

Resident Assistants play a crucial role in setting the tone of how the University and the Department of Residence Life is perceived by students. Resident Assistants should strive to represent the University and the Department of Residence Life positively to students, parents, and the general public. A Resident Assistant is expected to:

- a. Meet regularly with individual residents and groups to explain and promote policies and programs, assess needs and community goals, and learn of ideas or concerns.
- b. Check staff office mailbox daily and post University and Residential Housing information in designated areas.
- c. Respond to all messages/notes in a timely manner.
- d. Use the appropriate chain of communication: Immediate supervisor, Green Office, Central Office, Dean of Students' Office when transmitting ideas, needs or concerns about residence hall living.
- e. Maintain regular contact with the immediate supervisor and discuss job-related as well as personal concerns relative to performance.

F. Self-Development:

Resident Assistants have the opportunity to grow in their position while on the job. While the Resident Assistant must assume the major responsibility for self-development, he/she is expected to:

- a. Participate in Orientation
- b. Participate in in-services each quarter as required.
- c. Be evaluated formally by the Residential Coordinator/Resident Director with continued employment based upon positive evaluation.
- d. Be evaluated by residents on his/her floor section through the use of the Community Life Assessment.

G. Recruitment and Selection of Staff:

The input of Resident Assistants is considered to be a valued source of information in the selection of staff. As a paraprofessional staff member you may be asked to participate in professional staff interviews.

III. **Terms of Employment:**

A. Period of Employment:

The period of employment will be announced through the central Residential Housing office and is for the academic year. All Resident Assistants are required to assist in the opening and closing of the halls for each academic term and for vacation periods. This requires returning to campus approximately one week before the residents return for Fall Quarter and remaining until the residents leave for vacation. Continuation of employment depends upon successful completion of tasks, positive quarterly evaluation by the Residential Coordinator/Resident Director, and exhibition of growth in and continual enthusiasm for the position.

B. Time Off:

Resident Assistants are permitted 10 days off per quarter (this can be week days as well as weekends) pending approval from their supervisor. The Central Staff will make restrictions on special weekends as deemed appropriate. A weekend is defined as extending from Friday noon to 6:00 p.m. Sunday. No more than half of the staff in any hall will be permitted to leave on a given weekend.

PP-Staff Days Off – Leadership Development

Because membership and commitment to tRAC/NRHH and leadership in the residence halls is valued and supported by the Department, we will support our RAs and SAs when involved in extra-curricular activities such as conferences and retreats related to tRAC or NRHH. However, because they are still staff members, these tRAC and NRHH members will be required to take these days from their allotted 10 days off (or weekends off if they are SAs). If the staff member does not have a remaining balance of days off, we ask that supervisors allow the staff member to attend the leadership activity, yet make it up to the staff in other ways (i.e. extra closing duty, more weekend duty, etc).

C. Curfew:

All Resident Assistants are expected to be in the Residence Hall in which they live by 2:30 a.m., seven days a week, unless they have been approved for time off.

D. Living Arrangements & Meal Plan:

Resident Assistants will be assigned to a staff room. Those assigned to first year halls are not subject to the visitation policy of those halls; however, guests must be escorted within the building.

Resident Assistants who have less than 90 hours must have a meal plan, as outlined in their Housing Contract. If an RA wishes to terminate their meal plan, they must submit a Termination of Meal Plan form with the Housing Office. RAs that have more than 90 hours are not required to be on a meal plan during their time of employment.

E. Remuneration (for 2011-2012):

See Staff Compensation Document

F. Time Commitments:

a. Work Load:

It is recognized that a Resident Assistant position requires a great deal of time commitment and due to the special nature of the position; no minimum or maximum number of hours can be designated. He/she will be expected to devote the time necessary to fulfill his/her obligation to the position. This includes specific staff duty assignments, weekly staff meetings, in-service training and significant time on his/her floor section.

b. Course Load:

Any undergraduate Resident Assistant must carry a minimum of twelve (12) and a maximum of twenty (20) hours per quarter. Any exceptions must have the recommendation of the Residential Coordinator and the written approval of the Assistant Director of Residence Life. No exception will be made for first quarter Resident Assistants. Graduate students who are Resident Assistants must carry a minimum of nine (9) and a maximum of thirteen (13) hours per quarter. Requests to take more or less than the prescribed hours must be made in writing to the Assistant Director of Residential Housing and approval will be granted on the basis of the rationale and previous performance of the Resident Assistant.

c. Additional Work and Extracurricular Activities:

It is important that Resident Assistants remember that their position is demanding and thus their other activities will have to be limited. Resident Assistants are not permitted to hold other compensatory positions while employed by Ohio University. However, Resident Assistants demonstrating financial need may petition the Assistant Director of Residence Life for permission for additional employment. (Ten (10) work-study hours should be used as a guideline.) Approval will be based on need, previous performance, and time involved in the work request. Other extracurricular involvement that does not interfere with the performance of the job is permissible.

d. Academic Commitments:

Every effort will be made by the department to accommodate academic requirements while in the position (e.g. student teaching, O.U. Marching Band). This can be especially problematic during Fall Staff Orientation. Prior to accepting a position, a discussion regarding academic time commitments should take place with a member of the central staff for approval.

G. Academic Performance:

To retain the position, Resident Assistants must maintain a 2.0 accumulative grade point average and receive at least a 2.0 grade point average each quarter. If either grade point average falls below these standards, the Resident Assistant may be placed on one quarter of probation. No Resident Assistant will be retained in employment if:

- a. For two (2) consecutive quarters his/her quarter GPA falls below a 2.0 and/or if
- b. For two (2) consecutive quarters his/her accumulative GPA falls below 2.0.

H. Evaluation:

Formal written evaluation of Resident Assistants by their supervisor will occur at the end of winter quarter. Informal evaluation or feedback should be ongoing between the Residential Coordinator and the Resident Assistant.

I. GA/TA Positions:

Current Resident Assistants and Administrative Resident Assistants requesting a Teaching Assistantship or Graduate Assistantship in their respective academic departments should do the following:

- a. Contact your immediate supervisor to more fully discuss your ability to successfully carry these additional responsibilities in addition to your Residential Housing position. A deadline date will be announced.

- b. Your immediate supervisor will include this information in their recommendation for rehire to the Assistant Director of Residence Life on your respective Green during the Spring Quarter.
- c. The Assistant Director of Residential Housing will make a decision and notify you as to your status.
- d. It is recognized that Residential Housing positions are extremely demanding. While the department fully supports the pursuit of academics and personal development through extracurricular activities. TA/GA appointments will be weighed carefully when considering the ability of individual staff members to successfully meet their job responsibilities with additional responsibilities.

J. Termination of Employment:

A Resident Assistant who is removed from his/her position will be reassigned to a room that is not on their floor section. Depending on the situation, one may be asked to move to another building or complex. A student who has been removed from his/her Resident Assistant position may not reside in a Resident Assistant room. Housing arrangements will be made at the discretion of the Assistant Director. A Resident Assistant who signs a contract and then decides not to be a Resident Assistant forfeits his/her housing assignments and will receive another assignment when and if a space becomes available.

The employee/student is advised that depending on the nature of the contract for employment with Ohio University, your personnel file may be subject to an open records request and may be disclosed pursuant to law.

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Department of Residential Housing



The Division of Student Affairs
Creating Community, Cultivating Leaders

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