

Resident Assistant Position Description

Resident Assistant positions are available to qualified students interested in working with the Office of Residence Life to develop and implement student services in the College's residence facilities.

Resident Assistants (RAs) must be students who are sensitive to and interested in student life. RAs are expected to fulfill the responsibilities as listed below under Section I. RAs are expected to work cooperatively and effectively with peers, college staff and faculty. RAs have to work closely with each other to build a sense of community in their areas and the College community. Furthermore, RAs should possess a willingness to commit time and energy to be effective peer advisers and to facilitate educational and social programming in the halls, suites, apartments and townhouses.

Resident Assistants are expected to be persons who approach their positions with enthusiasm and commitment. They must also be willing to confront and effectively resolve individual and group conflicts.

I. General Roles and Areas of Responsibilities:

A. Student: Academics come first. RAs need to take time to study and pursue academic interests.

B. Community Organizer: RAs foster a community environment favorable to each student's intellectual, social and personal growth. They help establish an environment conducive to living, learning, studying and socializing.

C. Role Model, Listener, Peer Adviser, Mediator: RAs actively listen, advise and assist individuals and groups of students as well as mediate conflicts and model appropriate and acceptable behavior for the residents.

D. Educator through Programming: RAs sponsor educational programs and social activities for the residents.

E. Community Standards Agent: RAs help students be aware of and understand the rules and regulations of the college. RAs must also enforce college policies.

F. Referral and Resource Person: RAs become familiar with various campus and community resources and agencies in order to make correct referrals and provide general information to students.

G. Administrator: RAs assist with general administrative duties and the management of the residences.

II. Requirements

- Should have and maintain at least a 2.50 cumulative GPA.
- Good disciplinary record at St. Mary's College.
- Must have completed at least 24 credit hours (First-year students may apply for their sophomore year).
- Must be a full-time student.
- Preference given to those students who have lived on-campus for at least one year (others may be considered).
- Must have a valid driver's license and be certified to drive a state vehicle. Must have 5 or less points on driver's record.

III. Remuneration and Benefits

- Single room provided at the double room rate.
- Stipend of approximately \$1850 per semester if placed in North Campus (LQ, TH, WC) housing and \$1900 per semester if placed in a traditional residence hall (CH, CD, DD, PG, QA)
- Fringe benefits include: free practical knowledge of crisis intervention, time and budget management skills, leadership skills, staff shirt, and personalized name tag.

IV. Time Commitment

- General availability to residents.
- Weekly "on-duty" responsibilities in assigned area.
- Fall pre-semester training sessions (approx. 7-8 days in August).
- Spring pre-semester training sessions (approx. 3 days in January).
- Academic year contract covering Fall and Spring semesters.
- Monthly in-service workshops.
- Social/recreational programs planned and implemented for residents.
- Hospital duty (approximately 2-3 nights/semester).
- Assist with the staff selection process, openings and closings.
- Conduct Health and Safety Inspections
- Weekly staff meetings/biweekly meetings with RHC.
- Occasional community (area) meetings as needed.

V. Preferred Qualifications for Selection:

- Excellent time management skills to include the ability to balance academic work, college activities and residence hall, suite, apartment or townhouse responsibilities.
- Ability to accept diverse cultures and backgrounds.

- Ability to relate well with students.
- Ability to remain calm in emergency situations.
- Excellent interpersonal communication skills.
- Very good listening skills.
- Ability to be assertive.
- Should be reliable, dependable, responsible.
- Ability to maintain confidentiality.
- Knowledge of college policies and procedures and ability to uphold college policy.
- Enthusiastic.
- Ability to be flexible.
- Ability to use good judgment.
- Excellent oral and written communication skills.
- Ability to be objective.