



Resident Assistant Position Description

Responsibilities:

General

- Recognize the position as a primary out-of-class obligation, including being available for residents on evenings and weekends.
- Attend weekly staff meetings, meetings with supervisor, and fully participate in all training sessions.
- Staff building desk during open hours
- Be available and accessible to residents.
- Complete administrative functions, such as submitting maintenance request, completing duty logs and documenting/recording interactions with residents.
- Serve as a liaison between residents and Residence Life staff or campus administrators.
- Positively represent Residence Life at all times.

Community Development

- Maintain an environment that supports academic and personal success, including role modeling positive behaviors.
- Get to know residents, build rapport with them, and connect residents with each other to build community.
- Create a community that welcomes all residents and supports diversity, multiculturalism, and social justice.
- Know the various resources on campus and help students locate the appropriate service when needed.
- Support Resident Student Council and other Residence Life events, initiatives, and outreach.

Safety & Security

- Serve in an on-call rotation for the community
- Follow protocols to respond to crisis or emergency situations.
- Consistently address policy violations.
- Follow protocols to report situations related to student safety and/or building safety to supervisor.
- Write thorough and professional reports of incidents.
- Be present before and after each semester and during break period to assist with the opening/closing and health/safety inspections of the residence halls.

Programming

- Plan and implement initiatives for residents such as programs or bulletin boards that align with residence life
- Work with supervisor to assess community needs and develop appropriate initiatives.
- Participate in campus wide and departmental events

To apply, candidates must:

- Be enrolled as a full-time undergraduate student at the sophomore, junior, or senior level during the 2018-19 employment period.
- Hold a cumulative 2.0 GPA (based on Medaille hours) at the time of application and maintain a 2.0 semester/cumulative GPA through the application and employment period.
- Complete at least one semester (fall or spring) as an enrolled student at Medaille College before starting the position.
- Be in good academic, disciplinary, and employment standing with the College.
- Have the ability to return to campus prior to the start of the each semester to participate in RA Training.

Contract Period:

Residence Life positions are contracted for one full academic year (consecutive Fall and Spring semesters). The contract period includes all pre-service and in-service training. All staff are required to be in-residence and to participate fully in all training and operational activities which commence prior to the opening of the residence halls. The staff is expected to stay through the last day of finals in the fall and spring semester to assist with the closing of the residence halls.