Resident Assistant Position Description

I. UNIVERSITY HOUSING MISSION
University Housing provides a safe, secure and holistic community through co-curricular programming. We strive to offer well-maintained living-learning environments and assist students in fulfillment of their academic success.

II. GENERAL DESCRIPTION
The Resident Assistant (RA) maintains a hall environment, which is conducive to residents’ academic success and personal growth. Responsibilities include role modeling and student development, student accountability and policy enforcement, hall administration and resource referral. The Resident Assistant works diligently with the hall/complex staff to meet the needs of students.

III. ORGANIZATION RELATIONSHIP
A. Reports to the Residence Hall Director of their assigned workplace/living location.
B. Reports in functional areas to the Assistant Director and Director of University Housing.

IV. MINIMUM QUALIFICATIONS
A. Must have lived in a residence hall or related experience for a period equivalent to one (1) academic semester and must have earned a minimum of twelve (12) semester hours prior to employment. Transferring students must meet the same requirement.
B. Applicants should possess a cumulative GPA of at least 2.50 at the start of employment. Applicants not possessing a 2.50 cumulative GPA will be ineligible for employment. While employed, an RA must maintain a minimum semester and cumulative GPA of at least 2.50 for any semester employed.
C. The RA must carry and complete a minimum course load often twelve (12) credit hours and not to exceed seventeen (17) credit hours per semester. Written request for permission to take fewer or additional hours (less than 12 or more than 17) should be addressed to the Residence Hall Director. An RA must maintain and successfully complete twelve (12) credit hours a semester to remain employed, unless previously approved.
D. RAs need to be in good behavioral standing with the university and be full-time, degree-seeking students. An employment offer is contingent on the successful completion of a background check.
E. RAs must possess outstanding skills in verbal and written communication as evidenced through application and interview process.

V. DUTIES AND RESPONSIBILITIES
A. Student and Community Development: Develop rapport with all students on the floor. Know the names/faces of all floor residents within 6 weeks of hall opening. Work at resolving conflicts on the floor (roommate, small group, and others). Complete the requirements to support the University Housing residential curriculum by assessing the needs of students and relational needs of the community.
   1. Support, advise, promote and attend floor/complex wide functions and programs.
   2. Meet with residents 1:1 at least twice a semester
   3. Demonstrate a commitment to academic excellence.
   4. Create an atmosphere that embraces diversity and celebrates individual differences.
B. **Student Accountability/Policy Enforcement:** Support, communicate, and enforce behavioral standards in accordance with the Community Living Policies and The SDBOR Student Code of Conduct.

1. Be a role model by setting positive examples of behavior for others to observe and adopt.
2. Maintain a professional and positive attitude as a representative of University Housing and USD.
3. Participate in an on-call rotation.
4. Be available to assist in and respond to emergency situations involving health, security and safety of students.

C. **Public Relations:** Appropriately advise and refer residents and staff.

1. Be able to appropriately refer students, parents and guests to University offices and/or Residence Hall Director.
2. Develop a positive working relationship with staff including fellow Resident Assistants, Desk Workers, custodial, facilities, secretaries and other staff.

D. **Meetings:** Attend scheduled staff meetings, trainings, University Housing meetings programs/events, and professional development sessions.

E. **Time Commitments:** This is a live-in position, with regularly scheduled responsibilities (i.e. staff meeting, room inspections, in room hours, and desk shift coverage); and additional hours per week of time to get to know residents and implement programs. While it is not required that you stay on campus for on-call responsibilities, RAs are encouraged to utilize their assigned living space often and to maintain an open door policy when appropriate in order to best serve the needs of our residents.

1. On-Call Responsibilities: With the complex staff, on-call schedules will be developed at the beginning of each semester in preparation for opening the hall. When On-Call, RAs are expected to make three community walks of their residence hall and/or assigned areas from Sunday through Thursday and four community walks on Friday and Saturday.
2. Room Hours: RAs are required to post in advance two (2) hours of availability each week in which they are available to their residents and can be found in their assigned room with the door open. Room Hours should be regular from week to week and must receive approval from the RHD. Room Hours must be clearly posted outside of the RA’s room where residents can easily access the information. Hours may be consecutive or may be broken up.
3. Desk Coverage: All RA’s are required to cover three (3) hours of desk shifts weekly. During this time, RAs are expected to perform all of the regular duties and responsibilities of the front desk. Schedules will be determined by the RHD or their designee responsible for front desk management in each building.

VI. **OUTSIDE EMPLOYMENT/INVOLVEMENT**

A. RAs must receive prior approval from their Residence Hall Director for any on or off-campus employment or organization involvement outside of the RA position.

B. Graduate students cannot hold an outside assistantship or other on-campus employment while in the RA position.

VII. **TERMS OF EMPLOYMENT**

A. Employment is a condition for receipt of a room (deposit required), and board.

B. For Fall semester, the RA is expected to work August 11, 2019 - December 19, 2019 (less 4 days
for Thanksgiving Break (November 27-30, 2019) equaling 127 days. For Spring semester, the RA is expected to work January 9, 2020 - May 9, 2020 (less 8 days for spring break March 7-14, 2020) equaling 114 days.

C. Total working days for the term of employment equal 241.

D. Dining service is provided when dining rooms are open for regular business hours and alternate meals will be provided during employment term times when Dining Services are not available. Each RA must indicate their meal plan choice by August 1, 2019. Options include Paw Pleaser, Yote Pack 55 and Coyote 10. If a meal plan is not selected by August 1, 2019, the meal plan selection will default to the Yote Pack 55.

E. Any time worked outside of term dates will be paid hourly at $9.10/hour and adjusted annually for minimum wage increases. Employees may receive a $.25 raise for every year they return to the position calculated by the position’s start date.

F. No sick leave, annual leave or other University employee benefits are included.

G. Remuneration is considered income and may affect Financial Aid Awards.

H. The RA will have on-going feedback and evaluations throughout the course of employment with University Housing and the RA must maintain satisfactory performance of duties, and abide by all employment policies, as well as academic conditions in order to continue employment.

I. Employment may be renewed through an annual reapplication process.

J. In the course of your assigned duties you will be issued departmental master keys; should these keys be abused in any way, or lost, termination may ensue.

VIII. DISCONTINUANCE OF EMPLOYMENT

A. As an employee of USD University Housing, you maintain the privilege of employment as a Resident Assistant contingent upon the continual successful and satisfactory completion of job expectations according to this job description and the reasonable expectations of your immediate and functional supervisors.

B. If at any time you wish to terminate your employment, or your employment is terminated the following conditions will apply:
   1. You may not remain a resident of the building where you were employed and depending on the context of your termination, you may be asked to reside at a location off-campus.
   2. If you chose to or are allowed to remain on-campus, the remaining balance of your room and board will be assessed to your student account as determined by a prorated formula calculated by University Housing and Dining Services. Census dates and refund schedules will apply with the exception of final refund days.

IX. ADDITIONAL JOB SPECIFICATIONS

A. RAs are required to attend, participate, and satisfactorily complete the New Hire Training on Sunday, April 7, 2019, two week long Fall Training and Opening Program August 11 – 25, 2019, monthly professional development opportunities and Spring Training January 9 – 12, 2020.

B. RAs are expected to commit to the full academic year (Fall 2019 and Spring 2020).

C. RAs are required to attend weekly staff meetings Mondays from 8-10pm.

D. A weekend(s) may be specified closed by the Residence Hall Director or the Department. Closed Weekends/Periods constitute a time (typically including Friday, Saturday, and Sunday) where the RA must remain within a 15 minute radius of campus. These periods include Fall Opening, the first full weekend of the fall semester, Fall Closing, Spring Opening, Spring Closing, Dakota Days and Strollers. Specific dates will be determined by the University Housing central office.

E. RAs are required to remain in their hall for twenty-four (24) hours following closing of the halls at the
end of the year.

F. Employee must display professional/ethical behavior, which a reasonable prudent person would deem as acceptable.

G. RAs must abide by SDBOR policies and University conduct policies as outlined in the *Student Code of Conduct and Community Living Policies* and *Staff Expectations*. The policies are outlined in the SDBOR Policy Manual, the University Housing Staff Manual, and the USD Faculty/Staff Manual, which are available on the USD HR webpage.

H. RAs found violating policies set forth in SDBOR policies and/or University conduct policies as outlined in the *Student Code of Conduct and Community Living Policies*, and *Staff Expectations* may be terminated.

I. Employee must abstain from having an intimate relationship with any member of the residential community, co-worker, or supervisor (reference SDBOR Policy 1:23).

J. Employee (if under age 21) understands that if they choose to use alcohol (or other illegal drugs at any age) while under this employment, immediate termination or other disciplinary action will occur. The geographical area includes (but is not limited to) Vermillion and surrounding areas that fall under the SD Board of Regents jurisdiction.

K. Employee should not, regardless of age or location, conduct themselves in any way that supports, either directly or by association, the violation of any SDBOR Policy, Community Living Policies, or State or Federal Laws. Conduct of this type subjects the employee to disciplinary action or immediate termination.

L. Other related duties as assigned.

“Diversity and inclusiveness are values that are embraced and practiced at the University of South Dakota. Candidates who support these values are encouraged to apply”