MINIMUM QUALIFICATIONS:

I. **Grade Point Average (GPA) Qualification:**
   - 2.5 Cumulative GPA is required to apply, and must be maintained

II. **Housing Qualifications:**
   - Must have lived on a college campus in the residence halls for at least two semesters
   - Must be in good standing with the Office of Student Rights and Responsibilities

RESPONSIBILITIES:

I. **Student & Community Development:**
   - Establish, develop, and maintain an open relationship with each member of the floor community
   - Conduct floor meetings as needed with a minimum of a floor meeting before every building closure and at every semester opening
   - Assist residents in adjusting to roommates, floor mates, and suitemates within the residence hall and the University community
   - Encourage resident involvement on campus
   - Understand and utilize University resources to assist students and direct students to these resources
   - Actively participate in using the MAP-Works program by reviewing student profiles, meeting with students, and entering notes

II. **Programming & Activities:**
   - Develop and present ten programs a semester based on the departmental and/or community programming model(s) and/or curriculum(s)
   - Support and participate in campus activities including Move-In Mania activities

III. **Crisis Management:**
   - Carry out departmental guidelines for helping residents and handling emergencies
   - Respond appropriately as outlined in the Student Staff manual and according to University Housing policies and procedures

IV. **Administrative Functions & Duty Coverage:**
   - Be on duty for the building one night per week, (from 6:00 PM to 8:00 AM); and one weekend per month (continuous coverage throughout the weekend)
     - Responsibilities include (but are not limited to) rounds, interacting with students, and assisting with lock-outs
     - All duty nights require the RA to be present IN the building and accessible by a local telephone number if not in his/her assigned room
   - Provide Holiday coverage distributed as equitably as possible among the RA staff for each building
   - Attend and actively participate in weekly 1-1 meetings with assigned RHC(s)
   - Attend weekly staff meetings
   - Work weekly desk hours as assigned
   - Work weekly administrative hour as assigned
   - Actively use the MAP-Works Program including (but not limited to) promotion of surveys, review of materials, and entering notes
   - Perform all administrative assignments by given deadlines
   - Participate in hall opening and closing each semester, including breaks
   - RA will return to campus two weeks prior to the start of the fall semester to participate in training activities
   - Participate and complete all assignments in all training sessions, including the RA class
   - Assist the RHC in monthly Health & Safety inspections
   - Perform other duties as assigned

V. **Student Conduct:**
   - Enforce all University regulations with consistency and fairness
   - Document and refer all disciplinary situations to the RHC(s) within 24 hours
   - Attend Judicial Committee hearing as scheduled by the Office of Student Rights and Responsibilities

VII. **Personal Requirements:**
   - Must reside in the residence hall assigned and sleep in the residence hall assigned Sunday night through Thursday night
     - Permission may be granted by the RHC(s) for exceptions
   - The RA position is considered primary above ALL other activities EXCEPT academic work
     - RAs may work at an outside job ONLY with approval from RHC(s), however, for no more than 10 hours each week
   - Be a positive role model and University Representative
   - Abide by all policies and procedures as outlined in the **The Guide to Residence Hall Living** and the University Handbook for Students
   - Abide by all city, county, state, and federal laws

VIII. **Living Learning Community RA Additional Requirements:**
   - RA must maintain the thematic focus of the floor
   - Have two 1:1 goal setting meetings with your residents each semester
   - Programming will be based on the curriculum for your LLC community
   - Attend monthly investor meetings with your RHC(s) and the faculty/staff investors
   - Attend additional Living Learning Community RA Training