

EASTERN KENTUCKY UNIVERSITY
Resident Assistant (RA) Position Description

DEPARTMENT:	University Housing
SUPERVISOR:	Residence Hall Coordinator(s) (RHC(s)) of assigned hall
COMPENSATION:	\$1000.00 stipend (new RA), \$1250.00 (returning RA) per semester and a private room at no charge
OBJECTIVE:	The RA is responsible for the overall development of a community atmosphere on the floor(s) he/she is assigned to

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 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