

JOB DESCRIPTION

Position: Resident Assistant
Reports to: Residential Life Coordinator

I. General Statements of Duties

The Department of Campus Housing at the University of Nevada, Las Vegas (UNLV) exists to support and enhance the academic and personal development of residential students. The Resident Assistant performs a crucial role in this process by establishing and maintaining an environment in which each resident finds acceptance, is treated with respect and dignity, has access to services and resources, and has the opportunity to participate in the life of the community. Fundamental to the Resident Assistant position is the concept of being a "**role model.**" Resident Assistants must be exemplary at all times, especially in levels of maturity, responsibility, judgment, conduct, and scholarship.

II. Objectives of the Resident Assistant (RA)

- A. To work towards the accomplishment of the Campus Housing Mission and Goals.
- B. To maintain a floor atmosphere that is conducive to academic pursuits and study.
- C. To establish a trusting and caring relationship with each floor resident.
- D. To exhibit concern for all residents.
- E. To promote cooperation, collaboration, and compromise among residents.
- F. To provide information and assistance as needed by residents.
- G. To provide opportunities for resident involvement.
- H. To establish and enforce limits necessary for the satisfactory functioning of a group living environment.

III. Specific Duties and Responsibilities

- A. General Communication and Peer Relationships:
 - 1. Become personally acquainted with each resident on his/her floor and build rapport that will foster open communication.
 - 2. Develop a cooperative atmosphere on his/her floor by facilitating the Floor Standards process and by maintaining conditions conducive to academic and personal development.
 - 3. Encourage the development and maintenance of community spirit on his/her floor through an active Floor Council.
 - 4. Assist new students with their adaptation to university life.
 - 5. Be aware of and able to represent the opinions of floor residents to the Campus Housing Office and the UNLV administration.
 - 6. Be aware of and able to represent the positions and rationale of the Campus Housing Office and the UNLV administration to students.

- B. Resource Person:
 - 1. Maintain familiarity with the location and operation of campus and community offices and organizations.
 - 2. Refer students to appropriate resources.

- C. Peer Advising:
 - 1. Be available and accessible to offer guidance, assistance, and support on issues of concern to residents. Resident Assistants should expect to be on their floors at least four (4) evenings per week.
 - 2. Develop the capacity to listen and understand, and to be flexible and open-minded in responding to student needs and concerns.
 - 3. Encourage and assist individuals in finding their own solutions.
 - 4. Refer freely to campus and community resources.
 - 5. Maintain confidentiality in all matters involving residents.

- D. Residence Hall Programming:
 - 1. Serve an active and integral role in the development and production of sound programs for students' personal and educational growth as defined by the Campus Housing Mission and Goals.
 - 2. Serve in a supporting role to the Residence Hall Association and other students and organizations involved with Campus Housing.
 - 3. Emphasize the development of resident leadership through floor, hall, and system-wide leadership opportunities.

- E. Administrative Duties:
 - 1. Be responsible for opening and closing of the residence halls at the beginning and end of semester break periods.
 - 2. Be accountable for checking and recording room conditions at the beginning and end of each semester, and whenever a resident moves in or out.
 - 3. Be aware of and report all conditions related to the upkeep and safety of the residence hall common areas and his/her floor.
 - 4. Assume on-call responsibilities according to the procedures established by the Department of Campus Housing.
 - 5. Complete reports as requested in a thorough and timely fashion.

- F. Health and Safety:
 - 1. Familiarize oneself with fire safety equipment, inspect safety devices on a daily basis, and coordinate the fire drill program on the floor.
 - 2. Report all safety hazards.
 - 3. Assist the Residential Life Coordinator, Department of Campus Housing, Public Safety Office, or other identified University Officials as assigned in emergencies.
 - 4. Participate in scheduled Health and Safety Checks.

G. Residence Hall Regulations:

1. Know and adhere to the rules and regulations pertaining to student behavior and residence hall organizations.
2. Communicate in a clear and positive manner the rules, regulations, and their purpose and rationale to residents.
3. Develop consistent methods of enforcing rules and regulations and assist students in developing methods of self-enforcement (i.e. Floor Standards).
4. Provide continuous interaction and examples that encourage students to act responsibly, and be consistently considerate of others' rights and freedoms.
5. Take appropriate action to protect the health, safety, and rights of residents.

H. Staff Training and Staff Communication:

1. Register for and attend the Spring Resident Assistant class following the RA application process. This class is designed to foster self-awareness and awareness of others, promote effective decision making, and help prepare students to be Resident Assistants. It is through students' participation in this class that RA candidates are chosen.
- 2.
3. Attend and participate in fall Pre-Service Training prior to opening the residence halls. Pre-Service Training has historically lasted for two weeks before opening of the residence halls.
4. Attend and participate in monthly In-Service Training sessions during the fall and spring semesters.
5. Attend and participate in Mid-Year Training activities prior to the beginning of spring semester. Mid-Year Training has historically started one week before the spring semester begins.
7. Provide the Residential Life Coordinator with accurate and timely information regarding the floor community and residents' concerns.
8. Develop and promote a positive working relationship with all residence hall staff, including complex staff, clerical, custodial, maintenance, and administrative personnel.

I. Other Duties as Assigned:

1. Act as a representative of the Campus Housing Office in any matter or duties that may be assigned by the Director.
2. Accomplish additional tasks as requested by the Residential Life Coordinator, or any other Residential Life supervisory staff.

IV. Conditions of Employment

- A. RAs must be a second semester first-year student or be out of high school for one year by employment date.

- B. It is preferred that RA's have lived on campus for at least one semester or summer session term, preferably in the UNLV residence halls or in any other University/College residential facility prior to the start of employment.
- C. The period of employment is for one academic year (fall and spring semesters).
 - 1. Re-appointments are not automatically guaranteed and will be based upon satisfactory job and academic performance.
 - 2. Evaluation of job and academic performance will occur at least once during the semester and two times during an academic year.
- D. Resident Assistants are required to live in the room to which they are assigned. The right to transfer a Resident Assistant within the residence hall system is reserved by the Office of Campus Housing in order to respond to circumstances that may arise necessitating modification in staffing assignments.
- E. RAs receive remuneration in the form of "in kind wage" for their room and board, a cash stipend based upon years of service, and the opportunity for compensated work for up to 5 hours (for new RAs) or 10 hours (for returning RAs) a week anywhere on campus.
- F. Employment off Campus is prohibited.
- G. RAs should expect to invest a minimum of 20 hours per week in position-related activities. Residence life work is as much a lifestyle as it is tasks to complete, therefore there will be times when one's work exceeds 20 hours per week and times when one's work is less than 20 hours per week.

Transitioning into the RA job requires new staff members to adjust to the challenges of balancing a unique and dynamic job with significant demands of full-time course work in addition to maintaining a personal life. While some components of the job are routine and performed on a scheduled basis, many responsibilities are not bound by a specific schedule or even a predictable time frame. Thus, RAs need to be flexible with their non-class commitments, to be available to respond to student needs as they occur, and to be capable of meeting the changing circumstances of a residence hall community. Involvement in extra-curricular activities must be carefully chosen in consultation with one's supervisor, so that the RA is able to respond to the unpredictable nature of this job, and meet academic demands and personal needs. The Department of Campus Housing has the responsibility to conduct an on-going and regular assessment to determine if the RA is adequately performing his/her job responsibilities. If it is determined that the RA is not performing adequately, then immediate decisions to restructure or reassess outside commitments or termination of employment may be necessary.

- I. Performance of the responsibilities in the RA position will take precedence over all other activities, except attendance at scheduled classes, and required class

activities (e.g. outside activities will be considered secondary when scheduling team meetings, program events, or training sessions.)

- J. RAs must be available for Pre-Service training and hall closings. Specific arrival and departure dates will be provided in writing in the spring, prior to employment
 - K. In order to enhance RA availability and to assure adequate staff coverage, RA's may be away from campus for no more than four (4) weekends per semester. Permission to be away can be secured in consultation with the Residential Life Coordinator. The Coordinator may deny permission to be away based upon numbers of requests, anticipated staffing needs, and/or conditions on the floor that necessitate staff presence. The Director for Residential Life may identify specific times when all staff must be available for work. Spring break week and Thanksgiving recess are work periods for residence hall staff. Leave for these periods cannot be guaranteed.
1. RA/MA's must have a UNLV grade point average of 2.50 on a 4.00 scale at the time employment is offered. Once employed, each semester the Paraprofessional staff member must achieve a semester grade point average of no less than 2.00. A semester grade point average of less than 2.00 may result in employment probation or employment termination. Should an RA/MA's cumulative grade point average drop below 2.50, he or she will be placed on employment probation or released from his/her responsibilities. If the cumulative grade point average drops from a 2.50 to a 2.25, the Assistant Director of Residential Life may institute employment probation or termination based on his/her discretion. If the RA/MA's cumulative grade point average drops below a 2.25, it is no longer at the discretion of the Assistant Director for Residential Life and employment decisions will be based on the Campus Life Involvement Review Committee (see below).

Additionally, the Campus Life GPA Requirement Policy was established for all students seeking leadership and employment opportunities within the Campus Life Cluster (therefore this applies to RA/MA's). Campus Life requires all students wishing to apply for employment opportunities or extended leadership opportunities to have a minimum cumulative GPA of 2.50 at the time of application. This cumulative GPA must remain above 2.25, as well as a semester GPA of 2.0 each semester they are employed or involved in a leadership position. If the student's GPA falls below the cumulative or semester requirement, the student may be removed from his/her employment or leadership position. The student may be able to maintain his/her leadership or employment position through the Involvement Review Process. Students who have not met the Campus Life GPA requirement have the option to submit a letter for involvement review within three weeks of the release of semester grades from the registrar. However, this does not guarantee continued involvement. A panel of campus life professional staff members discusses applications for involvement review and makes a decision regarding whether or not the student shall remain involved on a case-by-case basis. The student is only eligible to apply if he/she earns above a 2.25 cumulative and below a 2.00 semester or if he/she earns below a 2.25 cumulative and above a 2.00 semester GPA.

- L. RAs must be enrolled for 12 credit hours (full-time) but registered for no more than 15 credit hours unless approved in advance by his/her immediate supervisor. RA's cannot be registered for less than 9 credit hours.

- N. RAs must be aware of their academic commitments during the semester, as an RA position can be very demanding. While we support academic success among our RA staff, we also want our RAs to be realistic in terms of competing demands that can occur as a result of this position. For the above reasons students in majors that have more of a demand on time commitment, such as performing arts or architecture, should carefully structure their in-class and out-of-class work commitments with their RLC at the beginning of the academic year.

10/1/08