

RESIDENT ASSISTANT

Position Description

2023 – 2024



Resident Assistants (RAs) are undergraduate staff members working approximately 20 hours per week within the Department of Residential Life. As actively engaged staff, RAs strive to help all students build a welcoming, inclusive, safe, and engaging environment. In this leadership position, RAs utilize skills in communication, conflict resolution, problem solving, and event/activity planning. RAs work closely with and receive primary work direction from their professional staff member. RAs keep their supervisor informed of the interests, concerns, needs, and observations of students in their area through regular meetings and reporting mechanisms. RAs also assist the Department of Residential Life with the administrative functions related to our housing program and facilities. RAs are appointed for the academic year contingent upon satisfactory performance. Major areas of RA job responsibility include:

WELCOMING

- Exhibit genuine concern and interest for residents by being available, approachable, and accessible
- Check mailbox and respond to emails, at least once daily to ensure timely communication
- Be available for 10 open door hours per week
- Hold periodic community meetings regarding initial building orientation, University breaks, and hall closure, and to address community issues or initiatives
- Develop a positive living-learning environment that supports both personal and academic success
- Complete all check-ins and check-outs from the Residence Halls, including administrative paperwork and key returns, in a positive and friendly manner

INCLUSIVE

- Initiate contact with, get to know, and develop a positive relationship with each student in the community
- Ensure that each resident is respected and valued in your community by creating a culture of inclusion and positive respect
- Actively support and promote campus activities surrounding social justice, equity, and inclusion.
- Attend one diversity/ inclusion speaker/event per semester
- Develop and cultivate an understanding of various work styles, strengths, and personalities of your teammates to ensure a positive and effective staff team
- Manage community budget and use proper discretion when purchasing

SAFE

- Perform “duty rounds” on a regular basis as assigned. While on duty, RAs are expected to be available in their residence community from 7 PM until 8 AM
- Perform and record monthly health and safety inspections (includes breaks and closed weekends)
- Ensure confidentiality of student data and information by following departmental policies for maintaining and accessing student data (electronic and physical documents/information)
- Submit a weekly report to your professional staff
- Communicate effectively with the professional staff, including all relevant information about actions or behaviors that may endanger students or others within the halls
- Use discretion when communicating needs and concerns of students and maintain privacy
- Utilize StarRez software in an appropriate and confidential manner
- Serve as a mediator for conflicts involving residents of the community

- Utilize strong problem-solving and crisis response skills
- Understand, explain, enforce, and abide by all policies and rules as specified in the Housing and Residence Life handbook, the WSU Student Code of Conduct, and the WSU General Catalog
- Report the facts about any disruptive incident or situation which may violate Residence Life or University policies
- Serve as a Campus Security Authority (CSA) as a mandatory reporter for WSU
- Report facilities and technology work requests in a timely manner
- Reside in the room provided and sleep in your designated room. (Time away is approved by the professional staff, 12 nights per semester)

ENGAGING

- Act as an initial support to students who are experiencing academic, personal, social or financial concerns and make referrals when necessary
- Plan, advertise, and execute events and activities in your Residence Hall as instructed by professional staff
- Actively support Hall Council, RHA, and NRHH by encouraging participation from your community and through collaboration and attendance at their meetings and events
- Prepare door decorations and bulletin boards for the community as instructed by professional staff
- Participate in regular staff meetings, one – one meetings with professional staff, formal evaluations processes and the RA hiring process
- Promote Residence Life, University, and community events and activities through the distribution of approved flyers and floor newsletters as instructed by your professional staff
- Facilitate the Roommate/Suitemate/Apartment Agreement process; assist students in mediation of roommate conflicts and/or refer students to the Residence Life room change procedures
- Assist the Department of Housing and Residence Life in other ways as requested or assigned

POSITION REQUIREMENTS AND QUALIFICATIONS

Requirements:

- Two semesters living on campus or equivalent (current semester can count as one)
- Cumulative GPA of 2.5
- Good conduct standing
- Satisfactorily complete a criminal background check as required by Minnesota state law
- Complete all staff trainings as assigned by the professional staff and/or department, including but not limited to Assessment Day, Fall and Spring training, mini retreats
- Available for all closed weekends, opening, orientation and closing as outlined in offer letter

CONDITIONS OF CONTINUAL EMPLOYMENT

- Remain registered as a full-time undergraduate student at Winona State University
- Maintain a cumulative GPA of at least 2.5
- Complete OR 301: Resident Assistant Development course during spring semester with a minimum of a “B” average
- Complete summer online training modules by given deadline
- Limit academic coursework to no more than 16 credit hours per semester unless pre-approved by your supervising professional staff
- Any outside employment or significant (i.e. executive board positions) activities must have prior approval by professional staff.
- Maintain good conduct standing

COMPENSATION

Resident Assistant (year 1)	Full Room Cost	14 Meal Plan + Dining Dollars	\$1254/ yearly stipend
Resident Assistant (year 2+)	Full Room Cost	14 Meal Plan + Dining Dollars	\$1368/ yearly stipend