Resident Assistant Position Description

The resident assistant’s (RA) responsibility is to serve as a student advisor for up to 24 students in the Alumni Hall Suites. As an advisor, the RA provides assistance to residents regarding personal, interpersonal and academic concerns, and is instrumental in assisting the community in becoming a cohesive and inclusive living and learning community.

The resident assistant is supervised by the administrative business officer and works in conjunction with the other student services staff. He or she develops and supports the objectives of programs, helps maintain Alumni Hall housing policies and college policies and procedures and assists with the administration of Alumni Hall.

Minimum Qualifications
The resident assistant must have at least one semester of residence hall experience at Allen College (or at another institution of higher education) and a minimum 2.5 cumulative grade point average at the time of employment. The RA must maintain a minimum semester and cumulative 2.5 GPA while in the RA position. The Resident Assistant needs to be in good behavioral standing with the college and be a full-time degree seeking student.

Appointment Period
The resident assistant is employed for the entire academic year. A Resident assistant hired for the 2014-2015 academic year will be expected to begin work on Monday, May 12, 2014 through Friday, May 08, 2015. They are expected to return January 12, 2015, for spring semester. The RA is expected to be available and provide coverage during continuous housing periods (i.e. Thanksgiving, winter, and spring breaks).

Compensation
- Single occupancy room at the price of a double, or $500 off a double rate in the fall, spring and summer semesters. The discount will be applied to the RA’s student bill.

Preferred Qualifications
- Commitment to academic excellence
- Outstanding skills in verbal and written communication, problem solving, creative thinking, organization and time management
- Positive attitude and commitment to being a positive member of a team
- Ability to assist diverse student populations in developing a positive community
- Commitment to leadership development
- Self-motivation
- Capacity to deal with change
Responsibilities

STAFF DEVELOPMENT AND TRAINING
• Attend one meeting each semester with Allen College staff to discuss the upcoming semester and arrange for specific additional duties as needed (i.e. set Alumni Hall meeting dates, set ideal tour times, etc.)
• Attend meetings with business officer throughout the year as necessary.

ADMINISTRATIVE RESPONSIBILITIES
  ▪ Actively and positively participate in staff meetings, scheduled Alumni Hall training activities and meetings as designated by the business officer or student services staff.
  ▪ Track all maintenance requests for Alumni Hall and report requests to the call center at 235-2273. A list of all requests and their status is due to the business officer weekly.
  ▪ Participate in the selection of new resident assistants.
  ▪ Assist in key distribution and check in procedures at the beginning of the semester and walk through exits of students as needed.
  ▪ Assist with and complete administrative tasks in a timely manner and as directed by the business officer.

ALLEN COLLEGE TEAM PLAYER
  ▪ Uphold all the rules, regulations and policies of Allen College and the State of Iowa.
  ▪ Be a role model for other students. Set positive examples of behavior for others to observe and adopt, always striving to improve the RA position and achieve personal growth. Make decisions that favorably represent the college.
  ▪ Maintain a professional and positive attitude and manner while serving as a college representative both on and off campus.
  ▪ Know, understand and fulfill the responsibilities of the resident assistant position description, including additional responsibilities as assigned by the business officer.
  ▪ Demonstrate support and respect for all Allen College staff in the performance of their responsibilities, including, student services assistants, recruiters, custodial, maintenance, and plant services associates.
  ▪ Develop a positive working relationship with the Allen College staff.

COLLEGE RESOURCE AND REFERRAL AGENT
  ▪ Be available to assist in and able to respond to emergency situations involving health, security and safety of students.
  ▪ Report all emergency situations immediately to the business officer after the appropriate assistance has been obtained (police, fire, etc.).
  ▪ Serve as a knowledgeable consultant for students concerning college support services (e.g., EAP, Student Services, Alumni Life, and others) as identified by the business officer.
  ▪ Assist students with any physical, personal, social or environmental health concerns.
  ▪ Consult with business officer regarding issues which may warrant professional assistance.