

Resident Assistant Job Description 2008-2009

Responsibilities

Administrative Responsibilities

- Keep accurate room check forms for assigned rooms
- Report any unusual activity through the use of incident reports
- Monitor building rounds through use of duty logs
- Distribute memos and notices from Resident Life Office in a timely manner
- Improve the practice and procedure of operations by identifying solutions
- Assist in the training and selection of Resident Assistants

Interpersonal Responsibilities

- Develop and utilize strong communication skills with on-campus residents
- Demonstrate strong confrontation and conflict management skills as interpersonal conflicts arise
- Provide referral of residents to appropriate campus resources
- Demonstrate strong role modeling by supporting campus policy and procedure in word and in action
- Maintain positive relationship with staff members in DSC Department of Resident Life main office
- Maintain positive relationship with Campus Security
- Maintain positive relationship with other members of the DSC campus community

Community Responsibilities

- Plan and implement community events as outlined by Resident Life
- Promote campus involvement from residents in assigned building
- Plan and implement regular community gatherings
- Communicate and enforce community standards

Facilities Management Responsibilities

- Participate in regular room checks process
- Participate in nightly duty and rounds rotation
- Promote community pride by promoting a clean living learning environment
- Inform the Resident Manager of any maintenance or facilities issues
- Promote a sense of self and community responsibility among the residents

Employment Conditions

The Resident Assistant (RA) must be a full-time student (enrolled in minimum 12 hours) in good standing at Dixie State College of Utah.

Additionally, the RA must be in good academic standing and must maintain a 2.0 grade point average (GPA), both semester and cumulative. Any drop in the GPA of an RA below 2.0 for consecutive semesters will result in ineligibility to continue employment.

The Resident Assistant is an at-will position renewable on a year-to-year basis. The year of this term is the academic year (approximately mid-August to mid-May).

The Resident Assistant reports to the Resident Manager of the complex. The RA will have regular meetings with the Resident Manager to provide a report of the work.

The Resident Assistant is responsible to abide by and follow all campus rules and regulations.

If the Resident Assistant fails to meet expectations and responsibilities, employment may be terminated. At which time the RA will be given 24 – 72 hours to vacate the room and turn over all Dixie State property.

Remuneration

The Resident Assistant will receive compensation for his or her employment in the following way:

- An on-campus single room free of rent valued at:
 - Nissan: \$1100/semester
 - Shiloh: \$1000/semester
 - On-campus meal plan valued at \$749/semester
- or-
- Private room in Chancellor Apartments free of rent valued at \$1395/semester

RA Recruitment Timeline:

Applications available	February 22, 2008
Applications due	March 21 @ noon
Interview Day.....	March 22, 10 am – 3 pm
Notification	March 31
Acceptance Letters due	April 2
Spring Meeting.....	April 16 @ 7 pm (mandatory)
RA Training	August 18-23 (mandatory)

Core Objectives

RA

- Responsibility
- Involvement
- Leadership
- Academic Success

Objective: Responsibility

Definition: *Authority to make decisions independently.*

Expectation: Respect others, yourself, and the property of others.

Skills: Multi-Task Effectively, Time Management, Mentoring, Problem Solving

Tasks: Nightly Rounds, Room Checks, SSI, Staff Meetings, Check-In and Outs.

Objective: Involvement

Definition: *To make somebody part of, or make somebody take part in, an event or ongoing process.*

Expectation: Be an active member of DSC and Resident Life. Welcome Diversity.

Skills: Collaboration, Detail Oriented, Group Work, and Communication Skills.

Tasks: Organize and execute activities, school events, promote diversity.

Objective: Leadership

Definition: *The ability to guide, direct, or influence people.*

Expectation: Create opportunities for you to lead.

Skills: Decision Making, Delegation, Motivating Others, Critical Thinking.

Tasks: Day to day living, be an example.

Objective: Academic Success

Definition: *The achievement of something planned or attempted - education.*

Expectation: Understand resources, give helpful and accurate advice, Promote academic success among other students, maintain conducive atmosphere for learning.

Skills: Self-Management, Goal Setting, and Evaluating Resources.

Tasks: Answer questions regarding academics, facilitate study groups, monitor student's progress.

**Department of Resident Life
Dixie State College of Utah
RA Application**

Name: _____

Current Address: _____

Phone #: (home) _____

(cell) _____

Permanent Address: _____

Class standing in Fall 2008: Fr /So /Jr /Sr (Circle one) **GPA:** _____

Previous leadership positions held: _____

How have you been involved on campus at Dixie State College? _____

List References – at least one faculty/staff from DSC & one non-DSC non-relative

Name	Title	Phone #	Position

Please attach reference form to application for each reference noted above

I hereby release DSC Resident Life to conduct a check into my student conduct records with any campus office that might keep such records. This includes, but is not limited to, Campus Wellness, DSC Police, and VP of Student Services. I understand that information provided by these offices may impact my ability to be eligible to receive an offer for the Resident Assistant position.

Signature Date

On a separate sheet of paper, please provide responses to the following questions:

Why are you interested in a position as a Resident Assistant?

How will you be able to contribute as a Resident Assistant to DSC Resident Life?

What are the biggest challenges facing college students today?

Please return all completed applications to the Resident Life main office no later than 12 pm (noon) on March 21, 2008.

Interviews will be held on Saturday, March 22 from 10 am to 3 pm.

**Reference Form
Resident Assistant Application**

Thank you for taking the time to provide a reference for this candidate. This reference will provide us with crucial information that will allow us to make an informed decision. Please be thoughtful and honest about this individual's strengths and areas of improvement.

Candidate's Name: _____

How do you know this individual? _____

How long have you known this individual? _____

What is your relationship with this individual? _____

Your name: _____

Your title: _____

Please rate the candidate on the following scales:

Skill	Rating based on observed ability:					Did not observe / N/A
	Excellent				Poor	
Can keep accurate records:	1	2	3	4	5	Did not observe / N/A
Can observe a situation and document it in writing:	1	2	3	4	5	Did not observe / N/A
Has strong communication skills:	1	2	3	4	5	Did not observe / N/A
Is able to deal with interpersonal conflict in a mature manner:	1	2	3	4	5	Did not observe / N/A
Can make plans and execute them:	1	2	3	4	5	Did not observe / N/A
Shows group leadership:	1	2	3	4	5	Did not observe / N/A
Demonstrates reliable self-management:	1	2	3	4	5	Did not observe / N/A
Communicates well with superiors:	1	2	3	4	5	Did not observe / N/A

Please provide any additional comments about this individual (additional comments can be attached to this form):

Would you recommend hiring this person as a Resident Assistant? ___Yes ___No

I affirm that the above reference is true to the best of my knowledge

Signature

Date

Please return to candidate in sealed envelope with signature across seal. References will not be accepted otherwise.

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