

Wartburg College Resident Assistant Job Description

The Wartburg College Residential Life Program is an integral part of the educational program and academic support services of Wartburg College. The mission is to provide a living-learning environment for all residential students, in accordance with the nature and goals of the college. The goals of the residential life program include providing individual and/or group development opportunities, offering well-maintained facilities, and offering responsive, efficient, and effective management of services and resources.

Resident Assistants are undergraduate members of the Residential Life Staff under contract to the Vice President for Student Life and Dean of Students, who report to and are directly supervised by an Area Coordinator or the Assistant Director of Residential Life and the Director of Residential Life. Resident Assistants have the most frequent and direct communication with residential students; therefore, they have an outstanding opportunity to contribute to the development and education of these individuals. They also have the significant responsibility for implementing initiatives and policies through which the goals of Residential Life can be accomplished. It is expected that the Resident Assistant will be interested in the welfare of students regardless of their race, gender identity and/or gender expression, sexual orientation, ability, political affiliation, veteran status, religion, ancestry, ethnicity, or age at Wartburg and, consequently, be constructively supportive by actual involvement in the overall Residential Life program. Resident assistants should recognize the importance of making decisions that are consistent with the expectations and procedures of the Student Life Office and the Residential Life Program.

Wartburg College does not discriminate on the basis of race, age, genetics, sex, creed, national origin, religion, sexual orientation, gender identity, or disability in employment, programs, or benefits.

1. Qualifications for selection:

- a. Must be enrolled at Wartburg College as a full-time student.
- b. Leadership potential as evidenced by previous leadership experiences, recommendations, staff evaluations, and as observed during the selection process.
- c. Advanced level of maturity exhibited in sound judgment, emotional stability, flexibility, and willingness to accept responsibility.
- d. Demonstrated understanding and appreciation of diverse cultures and commitment to equal opportunity and affirmative action.
- e. Strong interpersonal skills through proven ability to interact effectively with others and as observed in the selection process.
- f. Good conduct standing with the College (not currently on disciplinary probation).
- g. The RA must have a minimum cumulative grade point average of 2.50 at the time of application and is expected to maintain that grade point average throughout the period of employment.
 - i. RAs with a cumulative GPA below a 2.50 may be invited to participate in the interview process at the discretion of the hiring team. An RA may be hired on probationary status, in which case they must raise their GPA to a 2.50 or higher by the end of their first semester of employment.
 - ii. If at any time the semester grade point averages fall below 2.50, the RA may be granted a probationary period of one semester to achieve a 2.50 GPA. If the cumulative grade point average falls below 2.50 after the probationary period, the RA will be terminated.

- h. It is expected that the RA will give their hall responsibilities priority over all other extracurricular activities. Therefore, it may be necessary to limit outside involvement in clubs, organizations, and athletic teams so that they will not conflict with residence hall responsibilities.
 - i. RAs who have additional commitments should discuss these situations with their Area Coordinator or the Assistant Director of Residential Life. This includes commitments such as: student teaching, internships, study abroad, NCAA athletics, music ensembles, executive leader of a student organization, executive leader of the Student Senate, and/or other paraprofessional positions.
- i. The Department of Residential Life will assign RAs to specific floors/communities. While individual preferences will be considered, the RA should expect to be assigned to the floor/community in which their skills best complement the residents and staff.
 - i. Resident Assistants will be assigned to their room. Placement is determined at the discretion of the Area Coordinator, Assistant Director of Residential Life, and Director of Residential Life.

2. Benefits

- a. Remuneration includes receiving a room credit in the amount of \$3840 as well as a \$200 stipend per academic year, to be paid in installments each semester that the RA is employed. RAs will receive a single room at the cost of a double room in the building to which they are assigned.
- b. Resident Assistants are allowed to complete 10 additional hours of work study each week outside of the RA role. Off-campus employment should be discussed with the Assistant Director of Residential Life or Area Coordinator.
- c. Resident Assistants wishing to continue in the position for the next academic year must go through the reapplication process. This process includes filling out an application, obtaining a reference, offering a presentation, and completing an interview with the professional staff.
- d. Resident Assistants may take time away from campus on weekends as arranged in advance with the Area Coordinator or Assistant Director. One-half of each duty area's staff must be present on campus on a given weekend.
- e. Resident Assistants are expected to be present and engaged for the following commitments:
 - i. Staff kick-off and opening social: Spring 2021
 - ii. Fall training: August 23rd, 2021 - August 26th, 2021
 - iii. New Student Move-In/Orientation: August 27th, 2021 – August 31st, 2021
 - iv. Hall closing for at least one of the following breaks: Fall Break, Thanksgiving Break, Christmas Break, Winter Break, Tour Week (not required to stay over entire break)
 - v. Room check-outs and hall closing for graduation weekend (not required to stay over break)
 - vi. Homecoming & Family Weekend: October 7th, 2021 – October 10th, 2021
 - vii. RA Recruitment & Selection Duties (returning RAs only): Spring 2022
 - viii. Assist with Housing Selection: Spring 2022
 - ix. Weekly staff meetings: Tuesday evenings while classes are in session, 9:30-10:30pm

- 3. **Responsibilities** There are different types of tasks a Resident Assistant completes. For that reason, the responsibilities of the position have been categorized into five areas: administrative,

community development, personal development, behavior management, and departmental expectations. These define the expectations and the criteria for evaluation.

- a. **ADMINISTRATIVE** - The smooth operation of residence halls is dependent upon the cooperative efforts of all staff members. Resident Assistants are called upon to provide administrative support, which is important to the operation of the hall and assists in maintaining residents' understanding and involvement in community living expectations. An RA is expected to: Report issues and concerns raised by residents to the Area Coordinator or Assistant Director of Residential Life.
 - i. Complete all assigned administrative tasks, such as biweekly reports, programming reports, room condition reports, and other paperwork. These reports are to be completed thoroughly, accurately, and in a timely manner.
 - ii. Assist the students and the Area Coordinator or Assistant Director with the proper check-in and check-out procedures, student lockouts, as well as periodic room inspections.
 - iii. Assist students in identifying and promptly reporting facility needs. Communicate facility needs and repairs to the Area Coordinator, Assistant Director of Residential Life, and/or the maintenance staff. The online maintenance request system should be utilized via Info Center.
 - iv. Perform hall closing tasks during designated breaks before departing campus.
 - v. Complete other duties as assigned.
- b. **COMMUNITY DEVELOPMENT** - The goals of community development include creating an environment where residents are comfortable to live, develop personally, and be engaged in the hall community. Resident Assistants are responsible for actively assisting the Area Coordinator or Assistant Director of Residential Life in accomplishing desirable community building objectives. Specifically, each RA is required to:
 - i. Learn the name of each student assigned to their floor or area.
 - ii. Learn about each student's personal background, special interests, academic goals.
 - iii. Assist in promoting an environment conducive to cross-cultural understanding and academic learning. Educate themselves on issues related to marginalized identities in society and the Wartburg community. RAs should challenge residents to understand and appreciate diversity and social justice.
 - iv. Provide each student numerous opportunities for individual development focused on their various needs. These needs include the emotional, social, physical, cultural, spiritual, and intellectual, etc.
 - v. Plan and implement community building activities/events for the hall/house with assistance from the Area Coordinator or Assistant Director.
 1. Design and create monthly educational bulletin board displays
 2. Design and create door decorations for each resident at the start of each semester
 3. Participate in opening floor/suite meetings at the start of each semester
 4. Spend sufficient time within the floor community to get to know the residents.
 5. Resident Assistants are expected to hold at least five hours per week of in-room time when they are available for residents to drop in, and the schedule for which should be shared with residents and the Area Coordinator or Assistant Director.

6. Identify potential student leaders and encourage their involvement in community building and campus organizations.
 7. Encourage residents to participate and contribute to hall initiatives.
- c. **PERSONAL DEVELOPMENT** - Resident Assistants have the opportunity to grow in their positions while on the job. While the RA will assume large responsibility for personal development, departmental expectations such as the following, will contribute to that growth:
- i. Participate in RA training, prior to the halls opening for fall term and winter term. This will require early arrival to campus following the summer vacation and winter holiday break.
 - ii. Participate in all-staff meetings throughout the year.
 - iii. Attend all weekly staff meetings on Tuesday evenings from 9:30-10:30pm. Offer ideas or contribute to staff development activities.
 - iv. Participate in regularly scheduled one-on-one meetings with their Area Coordinator or the Assistant Director.
 - v. Maintain a 2.50 cumulative grade point average. If a student's term grade point falls below a 2.50, the continued employment of the RA will be evaluated.
 - vi. Participate in evaluations completed by the Area Coordinator, peers, and residents.
 - vii. Apply for and attend RA conferences as offered by Residential Life.
 - viii. Resident Assistants are also encouraged to speak with their Area Coordinator or the Assistant Director about other ideas for personal development. Residential Life will support all developmental opportunities that are relevant to the department and within their resources.
- d. **ADVISING/BEHAVIOR MANAGEMENT** - Resident Assistants are responsible for creating an environment where study, privacy, and personal values and beliefs are respected. Resident Assistants are responsible for maintaining consistent policies throughout the residence hall. Another critical part of this role is to offer support to residents and respond to crisis situations as they might occur. RAs will:
- i. Assess concerns and attitudes of residents on the floor by talking with residents, reviewing evaluations, and seeking feedback on the needs, interests, and concerns of residents.
 - ii. Know the various services provided by the College and use them effectively.
 - iii. Know the policies and procedures outlined in the Student Handbook and the RA Manual.
 - iv. Know the procedures for handling violations of college and residence hall policies and document violations for the student conduct process.
 - v. Respond to behavioral problems calmly, reasonably, and timely.
 - vi. Assist residents with conflict resolution and roommate mediation.
 - vii. Reject and appropriately respond to intentional or unintentional behaviors that demonstrate disrespect, intimidation, or threats against a person or group of people. Confront inappropriate behaviors, keeping in mind the values and policies of the College and informing their Area Coordinator when this happens.
 - viii. Consult with their Area Coordinator or the Assistant Director on effective approaches to various behavioral problems.
 - ix. Recognize the importance of making decisions that are consistent with the expectations and procedures of the Student Life Office.

- x. Maintain an accurate report of behavioral problems or concerns.
 - xi. Abide by and enforce all policies. This means that under no circumstances should a Resident Assistant ignore the violation of a policy by a resident nor violate regulations or policies that residents are expected to follow.
 - xii. Maintain confidentiality of information when ethical and appropriate.
- e. **DEPARTMENTAL EXPECTATIONS** - Resident Assistants hold a crucial role in establishing the campus culture and representing the Student Life Division. Resident Assistants should strive to represent the College and the Residential Life Program positively to students, parents, and the general public. We recognize that the Resident Assistant position requires a significant amount of time. It is recommended that a Resident Assistant spend a minimum of 10 hours per week interacting with residents. This includes specific duty assignments, weekly staff meetings and training, and appropriate time on their floor. A Resident Assistant is expected to:
- i. Meet regularly with residents to explain and promote an understanding of hall and college policies; to share information; and to discuss issues and concerns.
 - ii. Serve in the duty rotation. Duty shifts are 8pm-midnight (Sunday-Thursday), 8pm-2am (Saturday/Sunday).
 - 1. RAs can expect to be on duty 9-11 weeknights and 3-4 weekend nights per semester.
 - 2. While on duty, RAs are expected to complete periodic rounds of the duty area, including checks of all laundry rooms, study lounges, stairwells, and bathrooms.
 - iii. Post all notices and communication from the Area Coordinator, the Student Life Office, Campus Programming Office, or authorized college and student organizations.
 - iv. Resident Assistants strive to help each resident develop as a person, student, and a citizen of the college community, demonstrating respect for the health, safety, welfare, and rights of everyone living in the residence halls.
 - v. Build and maintain an inclusive community on the floor in which differences in age, race, convictions, class culture, sexual orientation, gender, and ethnicity are respected, and where diversity is both honored and valued as an opportunity to learn from one another. Wartburg College is an Equal Opportunity Affirmative Action institution.
 - vi. Set a good example by exhibiting good academic habits and proper personal conduct.