

2007-2008 Hall Staff Job Description

RESIDENT ASSISTANT

The Resident Assistant (RA) is responsible for working closely with other Office of Student Development staff members to develop and maintain positive residential communities. As an employee of the Department of Residential and Student Service Programs, each Resident Assistant will adhere to, administer, and enforce policies and procedures as outlined in the Office of Student Development Staff Manual, University of California Personnel Policies and Procedures, "Bear Necessities" and the "University of California Policies Applying to Campus Activities, Organizations and Students Handbook."

The Resident Assistant's role encompasses programming, administrative, and staff responsibilities, and as such, requires flexibility from the individual in this position. The Resident Assistant serves as a resource to residential students, and promotes the values of the Office of Student Development. The responsibilities listed will be carried out under the supervision of the Resident Director (RD).

QUALIFICATIONS

- Undergraduate or graduate student in good standing with the university and possessing a minimum 2.300 cumulative GPA and good standing with the University at the time of application and throughout the period of employment. Please note that GPA does not round up, any GPA below a 2.300 (2.299 or below) will make you ineligible for the position.
- Full-time academic status (12-13 units per semester) during period of employment. Exceptions must have prior approval of the Resident Director and Area Director.
- Preferred: Minimum of one year residence in a college or university residence hall, or a similar group living experience such as a Greek house, co-op, or theme program prior to term of employment.

TERMS OF EMPLOYMENT

1. The Resident Assistant is expected to serve as a role model for all residence hall policies and procedures. Failure to serve as a positive role model may result in personnel action up to and including dismissal.
2. Maintain the required 2.300 minimum GPA throughout the term of employment. The hired Resident Assistant must submit a copy of an official grade report to the Office of Student Development. Spring 2007 grade report must be submitted by July 1, 2007, and your Fall 2007 grade report must be submitted (through the supervisor) within the first week of classes of the Spring 2008 semester in order to ensure compliance with the academic requirements of the position.
3. Maintain full-time academic status (12-13 units per semester) throughout the term of employment. Exceptions must have prior approval of the Resident Director and Assistant Director.
4. The period of employment for this live-in position commences on Sunday, August 5, 2007, prior to the opening of the halls and ends in the afternoon on the date of the closing of the residence halls, May 23, 2008.
5. Any new RA who has not served on Hall Staff in the past will be required to enroll in the Residential Training Seminar, an ED-98/198 course for new hall staff. The seminar begins the week of March 5, 2007, and meets once per week through the end of April for 135 minutes per session. Also, mandatory attendance at Spring Orientation sessions with the staff of the hiring Unit will be conducted for all new and returning hall staff members. The time commitment for orientation sessions will be 4-6 hours (including but not limited to the evening of Tuesday, April 10, 2007). More information on seminar enrollment and orientation dates will be included in the hiring notification letter. Participation in Spring Orientations is required of all hall staff. Participation and successful completion of the Residential Training Seminar is required for new hall staff only.
6. Active participation in staff training which occurs prior to the beginning of the Fall 2007 semester (5pm, August 5 – August 19, 2007), and prior to the beginning of the Spring 2008 semester (5pm, January 13 – January 21, 2008), as well as on going system-wide and area staff in-service training programs.
7. Participation in the opening and closing of the halls prior to the beginning of the Fall 2007 semester, Spring 2008 semester and throughout the academic year. Fall 2007: The halls open August 18 & 19, 2007, and close December 21, 2007. Spring 2008: The halls open January 14, 2008 and close May 23, 2008. Preparation for and implementation of opening and closing of the halls may include, but is not limited to: administrative preparation, programmatic preparation, logistical preparation, and physical preparation of floors/suites, hall/area, and unit for opening and closing.
8. The Resident Assistant must be available to residents and staff during evening hours and weekends and must be willing to commit a significant amount of time (approximately 19 hours a week in addition to scheduled duty shifts) to the position. This includes providing hall coverage during some vacation and holiday periods, which includes, but is not limited to, Thanksgiving and Spring Break, when the halls remain open.
9. Assist with the implementation of CAL Day (April 21, 2008*) and Room Draw (April 24, 2008*).
10. All extended hall absences (more than 24 hours) must be arranged in advance with the Resident Director. Absences will not be approved the first and last two weeks of each semester.

11. Any major time commitments (i.e. running for ASUC Senate, additional employment exceeding 15 hours a week, etc.) outside the residence hall staff position must be discussed and approved in advance by the Resident Director.
12. Continued employment is contingent upon a satisfactory job performance evaluation by the supervisor. Satisfactory job performance evaluation is defined as meeting expectations as defined by the job evaluation in all areas of the job description.
13. Resident Assistants who display psychological behavior which raises concerns about fitness for the RA position may be required to complete an assessment of fitness and ability in order to continue in the position.
14. All hall staff must have telephone service in their room. Residential and Student Service Programs provide an allowance for installation and monthly service charges. While Resident Assistants must have a telephone line, it is recommended that they also have an answering machine.
15. Resident Assistants will receive a single room and a board plan during the live-in period of employment as compensation.

BASIC FUNCTIONS AND RESPONSIBILITIES

The Resident Assistant supports the Office of Student Development in the development of a student life program within the residence halls. The specific responsibilities of the Resident Assistant position are divided into the following categories:

(A) COMMUNITY DEVELOPMENT

- 1) Encourage personal, social, and academic development of students. This responsibility involves spending a significant amount of time on the floor or building area and getting to know students on an individual basis. RAs are expected to be available to assist students, implement on-going spontaneous activities, plan programs, attend hall association meetings, hold floor/area meetings, maintain visibility in the living area and/or hall and the dining commons, and assist the professional and support staff in the administration of the day-to-day building and programmatic operations. ***
- 2) Assist your living group in establishing various programs that aid in the development of a positive living/learning environment. Initiate, plan and implement a minimum of 10 Community Development Activities with the floor or area of responsibility to address the needs and concerns of the residents. ***
- 3) Support and encourage students in the development of an effective Hall Association. Attend Hall Association meetings as assigned by the Resident Director. Work with floor or area representatives to establish a positive community.
- 4) Demonstrate a working knowledge of campus agencies, their services and functions, in order to provide academic and personal support. Serve as a resource for information and a referral source as needed.
- 5) Act as a mediator in conflict situations when needed (i.e. roommate conflicts, noise disruptions, floor disputes, Hall Association conflicts, etc.).
- 6) Work cooperatively with students to ensure an environment on the floor or building area which displays respect for the rights and privacy of others and promotes consideration of individual needs in a group living environment. ***
- 7) Respond to student behavior that is inappropriate and/or in violation of campus policies and procedures, such as behavior which endangers the health and safety of residents, and behavior which results in damage to University property. This responsibility involves confronting the action that is in question, documenting the incident(s) within 24 hours and utilizing residence hall and University conduct procedures. ***
- 8) Relate student concerns relating to residence life (i.e. policies, procedures, dining services, maintenance) to the appropriate units of the Department of Housing & Dining Services (i.e. Resident Director, Assistant Director, Dining Commons Manager, Facilities Manager, etc.).
- 9) Serve as a constructive and positive role model for personal behavior and academic pursuits and adhere to all residence hall policies. Demonstrate appreciation of differences and assist students in developing an understanding of diverse cultures and lifestyles. Respect and treat all individuals fairly and equitably by being open and understanding of sexual orientation, and cultural and ethnic diversity issues. ***

(B) COMMUNITY / EDUCATIONAL PROGRAMMING

- 1) Fulfill programming requirements as set forth by the Assistant Director and Resident Director. Complete all program planning and evaluation materials. Initiate, plan and implement at least four programs per semester from floor/suite scale to unit scale. Work collaboratively with the AD, RD, and PA to organize and implement educational programs consistent with department values. Program in four main areas (with a special focus on multicultural awareness and on making sure programs are as inclusive as possible): Academic Success, Community Development, Transitional Support (wellness), and Service and Leadership. ***
- 2) Assist in the coordination of student orientation during residence hall opening day and throughout welcome week during the fall and spring semesters.***

- 3) During opening night conduct a program for new residents which outlines residential services and resources, addresses residential policy, and assists in the transition of new students to life at Cal and living in the residential community environment.
- 4) Present a program in the fall semester within the first week of class, which fosters positive roommate relationships.
- 5) Support and help publicize Academic Center services, including tutoring, advising, courses, faculty involvement programs, and the Computer Center. Work with the Academic Program Coordinator to build a positive living/learning environment. ***
- 6) Participates in major hall or area functions and encourages residents to participate in campus and community events (i.e. events sponsored by Hall Association, Co-Board, Health Workers, Hall Staff, Academic Centers, ASUC and campus wide events.)
- 7) Address community issues and generate area discussions at regularly floor/area meetings as determined by the Resident Director.***

(C) STAFF / ADMINISTRATIVE RESPONSIBILITIES

- 1) Attend and participate in the Spring 2007, Fall 2007, and January 2008 training programs, as well as in on-going system-wide staff in-service training programs.***
- 2) Attend weekly hall staff meetings or unit meetings prepared with weekly reports as required by the RD. Hall staff meetings will be on Tuesday evenings from 7pm - 10pm. Time commitment for these meetings vary. ***
- 3) Participate in all individual, staff and group evaluations as planned by the Office of Student Development.
- 4) Complete administrative tasks as needed (i.e. incident reports, maintenance tags, room assignments, room inventories, fire and health safety checks, check-in and check-out procedures, weekly community development activities logs, program implementation forms, and evaluations, etc.) in a timely and efficient manner.***
- 5) Perform regularly scheduled duty shifts. Resident Assistants are on night duty an average of 5-6 weeknights per month, 2-3 weekend nights per month, and 2-3 weekend day duty shifts per semester as well as providing coverage during some vacation and holiday periods. Duty includes, but is not limited to, performing rounds twice a night, providing security monitor breaks in a timely manner, and responding to emergencies and lockouts.***
- 6) Ensure that your RD is updated on all aspects of your work. This responsibility will entail meeting regularly with your RD and Program Assistant to share job-related information, receive feedback, and develop job-related skills.***
- 7) Actively participate in the selection process for hall staff for the next academic year.
- 8) Disseminate campus information and provide regularly updated bulletin boards as directed by the Resident Director.
- 9) Fulfill committee responsibilities or special projects as indicated by the Resident Director. Committee or project responsibilities will entail approximately 15 hours of work per semester.

(D) RELATED DUTIES

- 1) Maintain positive working relationships with other The Office of Student Development staff, as well as the Department of Housing & Dining Services staff members.
- 2) Report maintenance problems in a timely fashion in order to maintain the physical condition of the residence halls. Provide immediate follow-up on reported problems.
- 3) Do not duplicate or loan keys to unauthorized persons. Master keys are to be kept in their designated, secure location at all times when not in use and are not to leave the building or area without authorization.***
- 4) Be responsible with special staff privileges (i.e. use of office, phones, keys, office equipment, etc.). ***
- 5) Maintain confidentiality and objectivity in all matters related to students and staff.***
- 6) Perform other duties as assigned by the Resident Director and the administrative staff of Housing & Dining Services.

** = these dates are subject to change*

**** = indicates essential job duties*

Background Check Requirement

This position is subject to a criminal background check. This position meets the following background check criteria:

- Possession of building master or sub-master key access to residences and certain other facilities.

Works in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations; using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions.