

Resident Assistant Position Description

The Resident Assistant (RA) position is based on a 15-hour work week. An RA can expect the amount of work to vary week to week based on responsibilities and the time of the year. Area Coordinators (AC) will work with RAs individually to ensure the workload is appropriate for each RA. The following is a meant to be representative, not exhaustive, list of RA responsibilities.

Job Eligibility

- Maintain a 2.5 GPA throughout employment.
- Maintain the RA position as the primary responsibility outside of academic responsibilities.

Community Responsibilities

- Assist residents in the development of community in the residence halls.
- Assist in building roommate relationships and mediate roommate conflicts.
- Devote ample time each week to actively interact with community members.
- Maintain clear and consistent communication between residents and the College.
- Serve as resource and referral for students.
- Plan and implement scheduled programs each semester based on the community building model.
- Incorporate the community building model into aspects of your residence hall and community.
- Maintain monthly floor bulletin boards for informational and educational purposes.
- Complete two sets of door decorations for your residents each semester.
- Attend all weekly area staff meetings with your Area Coordinator.
- Meet one on one with your Area Coordinator bi-weekly.
→ In some areas, you meet with you Head Resident Assistant (HRA) in the off week.
- Attend monthly Residence Life all-staff meetings.
- Maintain confidentiality regarding student information, including conduct and medical information.

Administrative Responsibilities

- Coordinate completion of and maintain Room Condition Forms and other housing-related paperwork for your floor.
- Post signage and hold meetings to educate residents about residence hall processes and policies.
- Aid in the selection and on-going training of staff members, as required.
- Submit all completed administrative paperwork comprehensively and in a timely manner.
- Be present for opening and closing of residence halls. This requires staying after halls close for breaks and closings. RAs are the first and last to arrive to campus.

Residence Hall Responsibilities

- Participate in RA staff duty rotation. Two RAs staff the building on weekend nights, one RA on the weekdays. This varies based on the number of staff members for each area.
- Assist with emergency situations and make appropriate referrals.



Resident Assistant Position Description

- Report all facility issues, as needed, and assist Physical Plant as necessary.
- Ensure the safety and security of residential facilities.
- Confront and document policy violations.

Training Responsibilities

- Complete all online training over the summer (before August training).
- Attend all sessions during August training (before the fall semester begins).
- Attend January training (before the spring semester begins).
- Additional training sessions may be added throughout the year based on identified needs or support.

Other Responsibilities

- Nights away from campus are permitted only with approval from your supervisor (up to 10 nights per semester permitted).
- Return to your building each night by 2 a.m.
- Maintain a positive attitude with all who you interact, including residents, Student Affairs staff, Westminster College faculty and staff, families and guests.
- Participate in Residence Life annual events, including, but not limited to RA Group Process, Housing Selection, and Move-In/Out.
- Assist in other duties as assigned.

Remuneration

- Single room accommodations in assigned residence hall at double room rate.
- Salary paid in nine monthly installments.
 - First year RA: \$3,300/year
 - Returning RA: \$3,500/year
- Ability to stay on campus during break housing at no additional cost, pending Residence Life approval.
- Parking permit at no cost.