

The Head Resident Assistant (HRA) position is based on a 20-hour work week. An HRA 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 HRAs individually to ensure the workload is appropriate. The following is a meant to be representative, not exhaustive, list of HRA responsibilities.

Job Eligibility

- Maintain a 3.0 GPA throughout employment.
- Maintain the HRA position as the primary responsibility outside of academic responsibilities.
- Must have been a Resident Assistant for a minimum of one academic year.

Community Responsibilities

- Assist residents and staff in fostering community among the residence halls.
- Co-facilitate residence hall staff relationship building and development.
- Support residents and staff through roommate mediation and interpersonal relationship development.
- Engage each week with community members through Titan Chats, residential support, and residence hall presence.
- Maintain clear and consistent communication between staff, residents, and Residence Life.
- Support the CARE system on campus by serving as a resource, guide, and referral for students.
- Plan and implement four programs for your community each semester based on the residential curriculum, as well as support staff members with program guidance.
- Have a high-level understanding of the Residential Curriculum and be able to assist staff with incorporating the curriculum into aspects of their work.
- Maintain monthly floor bulletin boards for informational and educational purposes.
- Complete two sets of door decorations for your residents each semester.
- Attend weekly staff meetings with your supervisor.
- Meet one on one with your supervisor weekly.
 - Have one on one meetings with each staff member in your building bi-weekly.
- Attend monthly all Residence Life staff meetings and Head Resident Assistant meetings.
- Maintain confidentiality regarding student information which could include conduct and medical information.
- Be present for opening and closing of residence halls. This typically includes staying an hour after halls close for breaks and closings. RAs are the first and last to arrive to campus.

Administrative Responsibilities

- Coordinate completion of and maintain Room Condition Forms and other housing-related paperwork for your floor.
- Facilitate the process for room changes in your building (i.e., creating RCFs, ensuring keys are swapped and returned, return old RCFs).
- Conduct two office hours (separate from on-duty rotation) each week in your staff office.
- Conduct a monthly key audit for your residence hall.



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- Facilitate creation of the on-duty rotation schedule for the assigned building staff.
- Submit Physical Plant work orders for your residence hall except for damages.
- Stay aware of facility trends that are occurring and report them to your supervisor as needed.
- Post signage and hold floor 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.

Residence Hall Responsibilities

- Serve as a leader for other staff members and residents by leading by example through the role.
- Participate in RA staff duty rotation. Two RAs staff the building on weekend nights, one RA on the weekdays. (*This may vary for buildings*)
- Assist with crisis and emergency situations and make appropriate referrals.
- Ensure safety and security of residential facilities.
- Confront and document policy violations.

Training Responsibilities

- Complete all online training over the summer through D2L (*before August training*).
- Attend August training (*before the fall semester begins*) and assist with training sessions as needed.
- Attend January training (*before the spring semester begins*) and assist with training sessions as needed.
- Attend a Head Resident Assistant retreat prior to each semesterly training.
- If you are granted permission prior to training, to be excused from part of training, (*i.e., marching band, athletics*) you must make up all material missed. It is not the responsibility of your fellow staff members or supervisor to do this for you.
- Additional training sessions may be added throughout the year based on identified needs or support.

Other Responsibilities

- Nights away from campus only with permission from supervisor (10 nights per semester).
- Return to your building each night by 2 a.m.
- Maintain a positive attitude towards residents, Residence Life, Student Affairs, and Westminster College.
- Participate in Residence Life yearly events such as: RA Group Process, Housing Selection, Move-In, Move-Out, and other events deemed necessary by the department.
- Assist in other duties as assigned.



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Remuneration

- An on-campus apartment in assigned residence hall at double room rate, based on availability. Single room accommodations in assigned residence hall at double room rate if apartment is not available.
- Salary (\$4,000) paid in nine monthly installments.
- Ability to stay on campus during break housing at no additional cost with Residence Life approval.
- Parking permit at no cost.

By signing, I agree to and understand the responsibilities of a HRA at Westminster College. I agree to abide by these employment terms and all Westminster policies, as well as understand any failure to complete tasks/obligations or violations of policy may result in work action, which may include probation, suspension of duties, removal from the position, and/or loss of pay. RA positions are contingent on enrollment projections and staffing needs.

Name: _____ Signature: _____

Cell Number: _____ T-Shirt Size: _____ Today's Date: _____

Please list any dietary restrictions or preferences.
