2020 - 2021 RESIDENT ADVISOR (RA) POSITION DESCRIPTION

SCOPE OF FUNCTION
The intention of Residence Life is to focus on the education and holistic growth of the residents by creating a safe, socially just, and environmentally responsible community. The Resident Advisor works in conjunction with Housing and university staff to foster a sense of community and promote a quality environment for all residents.

APPOINTMENT
Appointment is for the period of **Monday, August 3, 2020 at 9:00 am through the closing of the residential facilities at 12:00 pm, on Sunday, May 16, 2021.** Area assignment is dependent upon department need and is subject to change. Resident Advisors must vacate their designated spaces no later than **5:00 p.m. on Sunday, May 16, 2021.** The appointment is contingent upon completion of assigned tasks and performance evaluation.

- Maintain a 2.5 undergrad/3.0 grad semester and cumulative GPA
- Maintain full-time enrollment status; 12 undergrad units/9 grad units per semester
- Remain in good financial and judicial standing
- May not exceed 10 hours of outside employment/extra-curricular activities per week without supervisor’s approval.

IN-KIND SERVICES
- Single Room with utilities and Gold meal plan, valued at approximately $14,389

ATTENDANCE
- Resident Advisors must be available for the following required meetings:
  - Weekly staff meetings (day and time to be determined by the Supervisor)
  - Bi-monthly In-Service Training (twice a month) **Tuesdays, 5:30pm – 7:30pm**
  - One-on-One meetings with supervisor
  - Committee meetings (as assigned)
- Resident Advisors must fully participate in all scheduled training activities and major Housing and Residence Life events. This includes, but is not limited to:
  - Fall Training: August 3rd – 14th
    - Fall Training days are typically 9:00am – 6:00pm, including an off-campus retreat, as well as some evenings and weekends. Resident Advisors should adjust their schedules accordingly to be available during this period
  - Move-In days and Welcome Week events: August 15th – August 23rd
  - Regular In-services and other on-going Training Sessions
  - Homecoming events
  - Fall Move Out Day (Saturday following Fall Finals Week)
  - Winter Break Room Inspections (Saturday following Fall Finals Week)
  - Spring Preview Day and Preview Plus (April & March)
  - Spring Semester Staff Training in January (one week prior to start of classes)
  - Spring Semester New Student Move In Days (January)
  - Student Leader Selection Process (Spring Semester)
  - Spring Move-Out Day in May (weekend after finals)

*Dates and additional training, athletic events and programs subject to change dependent upon department need*
COMMUNITY DEVELOPMENT
• Fulfill all programming requirements, including large-scale programming assignments, as detailed in Fall Training, Supervisor Meetings and the Student Staff Training Manual
• Build and maintain positive relationships with residents
• Provide assistance and resources as needed
• Mediate conflicts within the community
• Monitor email accounts and respond promptly to resident and employment issues. A 24-hour response is expected

POLICY ENFORCEMENT
• Provide crisis intervention and emergency response
• Respond to behavioral infractions and complete Incident Reports
• Resident Advisors are on duty 365 days a year
  o Duty is scheduled on a rotational basis.
  o Duty is scheduled around class schedules
• Be familiar and comply with Housing & Residence Life Policies, as well as Federal and California State Laws. This includes computing guidelines, confidentiality, alcohol education and FERPA compliance
• Abide by the Clery Act and Campus Security Act and other mandated reporting expectations

ADMINISTRATIVE RESPONSIBILITIES
• Be knowledgeable of information included in the ResLife Staff Manual and the Residence Life and You Handbook.
• Report maintenance, custodial, grounds and other facility-related concerns
• Complete incident reports, weekly reports, duty logs, programming paperwork, and other administrative duties as assigned
• Complete Health & Safety Inspections
• Communicate with supervisor regarding resident issues
• Monitor voicemail messages, email, and staff mailbox each weekday for communication
• Other duties as assigned