



# HUMBOLDT STATE UNIVERSITY

## Housing & Residence Life

### 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 2, 2021 at 9:00 am through the closing of the residential facilities at 12:00 pm, on Sunday, May 15, 2022.** 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 15, 2022.** 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.
- May not hold any executive position in the Residence Hall Association, Area Council, or any satellite committees

#### 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 2<sup>nd</sup> – 13<sup>th</sup>
    - 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 14<sup>th</sup> – August 22<sup>nd</sup>
  - 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
  - Duty is scheduled on a rotational basis.
  - 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