

- I. Title: Resident Assistant (RA)**
Division: Student Affairs

General Job Description:

RAs are fulltime students and paraprofessional staff who work to create a community environment in the residence halls by pursuing lasting relationships with their peers and sponsoring creative programs to support the philosophy and objectives of the Office of Residence Life. RAs are required to have a minimum 2.5 cumulative and semester GPA and to be in good judicial standing. Residence Life looks for students who are teachable, display integrity, have high levels of energy and enthusiasm, maintain positive attitudes, enjoy working in a team, and have a good knowledge of SMU resources prior to their hire.

- II. Classification: Part-time paraprofessional student employee**

III. Primary Responsibilities:

- Generate a positive attitude about membership in the SMU community.
- Familiarize students with college life at SMU, and assist students in getting to know one another.
- Build community by establishing relationships with residents individually and facilitating group interaction.
- Provide leadership and encourage students to fully participate in campus activities.
- Help residents learn civility and gain an understanding of diversity.
- Act as a University liaison by being available to residents when needs arise and helping them find the assistance they need.
- Assess the needs/interests of residents before planning and implementing programs each semester to meet the established requirements. At least two programs per semester must be on a Friday or Saturday night.
- Respond to emergencies in the residence halls, both on duty and off.
- Maintain confidentiality when appropriate.
- Work collaboratively with the RA team, maintain a positive attitude, and support the goals and vision of the Office of Housing and Residence Life.

IV. Routine Responsibilities:

- Work under the supervision of and in close cooperation with the professional Residence Life staff.
- Punctual attendance at all scheduled weekly meetings with other RAs and/or professional staff, including, but not limited to, staff meetings (2 hour minimum), one-on-one meetings (1 hour), and RA committee meetings (1 hour).
- Punctual attendance at monthly RA in-service workshops.
- Share weekday and weekend duty coverage with other RA staff members as assigned and directed by supervisor.
- Host programs, events, and support initiatives as stated in the requirements outlined in the Community Development Plan.
- Share in providing duty coverage for break periods (Thanksgiving, Christmas, spring break, etc.) as assigned.
- Know, support, model, and implement University and Residence Life policies and procedures.
- Remain on campus a minimum of three weeknights a week and at least half of all weekends. Be regularly available in your community for residents.
- Assist residents and their families with paperwork and questions during move-in and check-out.
- Implement safety procedures when closing residences halls for winter and summer breaks.
- Remain on campus during designated times such as RA training in August and January, RA retreats and trainings, Incipio, RA selection, room selection, BLP leadership summit, etc. Return early and stay late during breaks, including Christmas break and May closing.
- Properly fill out paperwork (incident reports, weekly reports, room condition reports, program proposals, evaluations, etc.).

- Assist professional staff with many administrative duties of managing the building (building preparation, key inventory, room change procedures, check out/check in tasks, moving furniture, etc.).
- Other duties as assigned.

V. Requirements:

- Teachability, integrity, enthusiasm, critical thinking skills, strong interpersonal skills, communication skills, and leadership skills.
- Willingness to take reasonable risks and to learn from others.
- Full participation in RA training and development opportunities, including retreats, in-services, and outdoor leadership development trip.
- A minimum cumulative and semester GPA of 2.5 and course load of at least 9 credits per semester. More than 15 credits requires supervisor approval.
- Limit other job or work study responsibilities to 10 hours per week.
- Limit all outside commitments (including work) to a combined 20 hours per week.
- Willingness to live by and support the philosophy and policies of Saint Martin’s University and to accept the responsibilities of the Resident Assistant position.
- At least one semester in a residence hall is highly preferred.

VI. Remuneration:

Standard room and board. **Please Note:** RA remuneration of room and board may impact your financial aid. If you have any questions about possible impacts please contact the Financial Aid Office at 360-438-4397.

VII. Important Dates:

Fall 2016

August 7	9:00am	Monday	Fall RA Training Begins*
August 26	7:00am	Friday	Halls Open for New Students
August 27	12:00pm	Saturday	Halls Open for Returning Students
December 18	2:00pm	Sunday	RAs Released for Winter Break

Spring 2017

January 15	12:00pm	Sunday	Spring semester RA Training Begins*
May 23	6:00pm	Tuesday	RAs Released for summer

*Please note that both August and January RA trainings are extremely busy times. While there will be down time worked into the schedule, any outside commitments during these times require prior approval by your RD and, in most cases, are not approved.

If an RA fails to comply with the Job Description and responsibilities indicated herein, he/she may receive appropriate consequences up to and including dismissal from the position to include a housing reassignment. Saint Martin’s University agrees to compensate the candidate with a single room and a standard meal plan. This package will be directly applied to the RA’s student account.

My signature below indicates that I have read and agree to the terms and conditions described above.

Resident Assistant (Print)

Resident Assistant Signature Date

Residence Life Professional Staff (Print)

Res. Life Pro. Staff Signature Date