SUMMARY OF RESPONSIBILITIES –

Resident Assistants (RA) are representatives of the Residence Life Staff and as such, are staff members of Schreiner University and are expected to act accordingly at all times. As a staff member, the Resident Assistants are an integral part of the Residence Life Staff because they have the most direct and constant student contact. Few other positions at Schreiner offer the opportunities for leadership development and human relations experience while still providing the opportunity to participate in academics.

Resident Assistants are assigned to areas of approximately 20-50 resident students. Pecan Grove and The Oaks RAs are responsible for at least one or two entire buildings. RAs are to serve as a vital link between students and administration. As a resource person through whom policies and objectives can be interpreted to students, they are also able to communicate student needs and concerns to the appropriate persons. The Resident Assistant works with other Residence Life staff members in creating and maintaining a cooperative and considerate educational community in order to develop and implement programs within the residence halls.

The Resident Assistant position is a significant personal commitment of talents, time, and effort. The Resident Assistant should expect to receive personal benefit from learning and improving interpersonal relation skills that will serve her/him well in present and future opportunities. The position should be viewed as an educational and growth opportunity more than a means of financial assistance. The RA's helpfulness, empathy, interest and concern will translate into the practical daily implementation of the student development philosophy of the residence life program. As a role model, Resident Assistants have the responsibility of maintaining individual integrity and good character. Their presence in the hall as a mature, open, self-confident, and goal-directed person is the central point around which all other facets of the job revolve.

Responsibilities
The responsibilities of the Resident Assistant are broadly defined in order to encompass the degree of responsibility throughout the entire residence life program. The Resident Assistant's responsibilities will span over the 24 hours in a day, seven days in a week. The work can be grouped into three main areas: A) Community Facilitation, B) Administrative, and C) Staff.

ESSENTIAL FUNCTIONS

A. Community Facilitation: A sense of community occurs when the members of a living area respect each other’s needs and rights. The Resident Assistant's role is to actively aid and advise residents in developing individual responsibility, self-regulation, personal growth, and social awareness. The RA is an educator, actively reaching out to students by facilitating learning, challenging assumptions and encouraging risk taking. To facilitate community development that fosters individual growth and learning, the RA must:
1. Be available and accessible to the students by spending quality time interacting with residents on the floor or in building and in the hall/ complex.
2. Know the names and something about each resident on the floor and most of the residents in the hall.
3. Encourage the development of a community that values individual difference and respects the rights and opinions of all residents.
4. Establish contacts with residents for other than behavioral, confrontational or procedural reasons.
5. Assist and participate in new student orientation.
6. Eat at least ¾ of meals in the Schreiner dining facility (RAs on a board plan).
7. Assist residents in dealing in a positive manner with personal, academic, and social concerns.
8. Serve as a positive role model and abide by all policies and procedures of the University.
9. Assist residents in establishing guidelines for appropriate behavior and actively confront all policy violations.
10. Give feedback to residents on how their behavior impacts others.
11. Conduct floor/building meetings as determined by supervisors.
12. Complete programming requirements as determined by the Associate Director of Residence Life.
13. Act as a mediator in roommate and community disputes.

B. Administration: Resident Assistants work with professional staff to facilitate most residence life administrative functions. They include, but are not limited to the following:
1. Implement daily operational procedures and services of the residence hall (for example: check-in/out, room changes, common area work orders, duty, etc.)
2. Respond to emergency/crisis situations in a manner consistent with procedures reviewed during Resident Assistant training.
3. Inform residents of fire evacuation procedures and fire safety issues and monitor the condition of fire safety equipment in the living area.
4. Gather facts and document all incidents impacting the operation of the residence life program.
5. Know the Student Handbook, Room Contract, and Schreiner University Catalog, room change process and other applicable policies and procedures.
6. Be available before school starts each semester and after it ends each semester to assist in the opening and closing of the residence hall and apartment complex as directed by the Residence Life staff.
7. Develop and maintain productive working relationships with plant operations, food service, and security personnel. Report maintenance and custodial concerns in an efficient manner such that needs gain attention and problems are resolved in a timely fashion.
   a. Attend all Food Committee meetings.
8. Share in the hall duty responsibility for Thanksgiving, Winter, and Spring Break vacations as well as special University events, so that the hall will be sufficiently staffed and monitored.
9. Attempt to identify persons responsible for damage in the hall.
10. Follow up on resident's concerns and/or requests for information.
11. Perform other tasks related to the administration of the residence halls/ apartment complexes as assigned by supervisors.
12. Maintain high level of confidentiality regarding student, departmental, divisional, and University information and activities when appropriate.
13. Check Schreiner University student email account daily for correspondents from supervisors.
14. Submit monthly reports.
15. Perform other tasks related to the administration of campus housing as assigned by the Area Coordinator or the Director of Residence Life.

C. Staff: A Resident Assistant is a member of the residential life team. Each RA formally reports directly to the Area Coordinator in his/her assigned hall. In addition to this formal channel, a positive, informal relationship with other residence life staff as well as student affairs staff is vital to an effectively functioning team. Thus, communication, both with supervisors and co-workers, is a prime responsibility. Components of this include:
1. Attend and participate in all staff training, in-service, and workshop sessions.
2. Participate in weekly hall staff meetings to share information and experiences.
3. Share in the daily hall duty responsibility as well as secondary duty throughout the year.
4. Report all emergencies and serious situations to the Area Coordinator immediately.
5. Participate in the evaluation process for all residence life staff.
7. Participate in the recruitment, selection, and training of new staff members.
8. Demonstrate a positive attitude and respect for University authority and other areas of student affairs.
9. Support all policies and the actions of other staff members in front of other students.
10. Discuss differences of opinion in an open and direct manner but not in front of other students.
11. Know campus resources and refer students when appropriate.
12. Meet weekly with the Area Coordinator of assigned area as needed.
13. Display enthusiasm for campus activities and events.
14. Schedule weekends off with the Area Coordinator no more than once a month unless otherwise approved.
15. Should sleep in designated room only and should spend a minimum of four nights per week in the hall.
16. Represent Schreiner University and the Residence Life Office in a mature and professional manner as demonstrated through your actions, attitude, and demeanor.

OTHER FUNCTIONS:
- Other duties as assigned by the Area Coordinator, Director of Residence Life or the Dean of Students.
- Hold the position over all other activities with the single exception of academic work.
- Contribute to team effort by accomplishing related results as needed.
- Acts to facilitate good communications between employees, clients, and management through interpersonal and professional communication techniques.
- Manage time and commitments well so as to avoid unnecessary conflicts between the position and academic expectations
- Maintain University safety rules.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:
- Minimum Grade Point Average (G.P.A.) of 2.5
- Sophomore or higher standing
- Group living experience
- Time, ability, and interest relating to and working with residence hall students.
EMPLOYER'S RIGHTS- Resident Assistant

This job description does not list all the duties of the job. You may be asked by your supervisors or managers to perform other duties. You will be evaluated through the University’s performance evaluation system and part of that evaluation will be based upon your performance of the tasks listed in this job description.

The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Date prepared: 11/29/11

Approved: _____________________________ /_____/____
Jason H. Smith Date Approved

Title: Director of Residence Life and Judicial Affairs

I am in receipt of this job description and am aware of my responsibilities as an employee of Schreiner University.

Employee Signature: ___________________________ Date:___________
# Job Activities Sheet

**Job Title:** Resident Assistant  
**Department:** Residence Life

(Place an X in the box that applies. List computer, machinery, etc.)

<table>
<thead>
<tr>
<th>Work Tasks</th>
<th>Never</th>
<th>Occasional 0.33%</th>
<th>Frequent 34-66%</th>
<th>Constant 67-100%</th>
<th>Job Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Standing</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Climbing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Stairs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ramps</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Ladders/ Poles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Bending</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Squatting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lifting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Very Light&lt;10 lbs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Light 10-19 lbs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Medium 20-49 lbs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Heavy 50-99 lbs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Very Heavy 100 lbs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Pushing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Pulling</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Twisting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Reaching Forward</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Reaching Overhead</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kneeling</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Crawling</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Hand Tasks (both hands)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Right Hand</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Left Hand</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Use of Tools or Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Computer Use</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Temperature – Hot</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temperature – Cold</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Noise</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>