

Resident Assistant Roles, Responsibilities, & Expectations

- Set a personal example by conducting themselves accordance with all University, Commonwealth, Federal and Local policies, rules, laws and statutes.
- Demonstrate an academic commitment by maintaining a cumulative GPA of 2.5 or higher.
- Arrive on campus prior to the arrival of residents and remain until the end of the final exam period each semester. Permission to leave early prior to Thanksgiving and/or the Spring break period may be granted but is not guaranteed.
- Assist in orientating new residents to the campus. Facilitate activities for new residents. Inform residents of all aspects of community living.
- Educate, interpret, and hold residents accountable to all community standards and university policies. Assist the residents in developing a sense of responsibility for themselves and the living environment. Inform the Assistant Director & Coordinator about resident misconduct problems. Document all aspects of the situation.
- Regularly initiate contact with residents through individual and group meetings, electronic communication, posting signs and posters, and distributing fliers and memos. Be approachable and available, especially during evening hours.
- Develop and maintain a positive community atmosphere in the resident area through the use of individual and group meetings, and activities aimed at forming values and fostering communication, mutual respect, cooperation, and concern for all campus community members.
- Support residents in their personal development including, but not limited to, identity, self-esteem, decision-making, self-responsibility, confrontation, conflict resolution, and respect for differences. Consult with or refer residents to campus resources when appropriate.
- Assist residents with academic information and resources. Offer academic support to each resident. Promote a study atmosphere.
- Promote diversity in through role modeling, programming, and other educational experiences in order to meet the needs of all students.
- Provide assistance to residents with any emergency that may occur. Involve appropriate University staff and outside agencies necessary. Document all aspects of the situation.
- Participate in staff meetings, individual meetings, staff development activities, and training.
- Complete administrative paperwork or assigned tasks promptly including, but not limited to: weekly reports, interaction reports, incident reports, program proposals, and program evaluations.
- Share Duty responsibilities with other Resident Assistants on a rotating basis and complete all duty tasks including responding to emergency situations after hours. Remain on campus and assume weekend duty responsibilities on a rotating basis.
- Coordinate programming for residents including: assessing needs, planning, encouraging resident involvement in campus activities, and evaluating programs.
- Foster positive relationships with the Residence Life Staff including other Resident Assistants, the Assistant Director, Coordinators, and Staff Assistant.
- Maintain regular and open lines of communication with the Assistant Director and Coordinators, keeping them up to date with the general day-to-day events occurring in the assigned area.
- Be a liaison with key campus personnel, including members of Student Affairs, Housing and Food Services, Police Services, etc.
- Perform other tasks deemed necessary to meet the mission and goals of Residence Life.