

Minnesota State University Moorhead
Department of Housing and Residential Life

**Resident Assistant
Job Description and Contract
2005-2006 Academic Year**

Reporting Relationship: The Resident Assistant reports directly to the Complex Coordinators and the Area Director of the complex in which they work and indirectly to the Director of Housing and Residential Life.

Requirements: Perform the responsibilities as outlined in the job description, staff and residence hall manuals, understand and abide by University and residence hall policies and regulations, maintain a cumulative 2.5 G.P.A., be enrolled for a minimum of 12 credits, and live in the residence halls.

Hours Per Week: Approximately 20 hours

Compensation: Double room as a single, meal plan (21 or 14) and microfridge.

The responsibilities of the resident assistant position include, but are not limited to, the following:

Terms of Employment

- Employment expectations begin the date a staff member accepts the position offered
- Employment Contract is separate and independent of the Residence Hall Dining and Lease Contract Upon conclusion of employment the Resident Assistant must sign and complete the Employment Exit Form and all items and aspects referred to therein in conjunction with the Area Director, Complex Coordinator or Associate Director of Housing and Residential Life
- In the case of a resignation the employee must work with the Area Director to establish an appropriate move out date that will be no later than two weeks from the date of resignation.
- Early Termination due to failure to comply with campus policy or any aspect of this contract will require the departing staff member to be moved out 48 hours after receiving written notification of their termination.

Staff

- Attend and participate in mandatory weekly staff meetings, (Typically Scheduled for Wednesdays 6:00 – 8:00 p.m.
- Attend meetings with Area Director or Complex Coordinators as scheduled
- Attend all Resident Assistant training, in-service sessions, conferences, etc.
- Arrive early (approximately 10 days in Fall and 3 days in Spring Semester) as scheduled to participate in Residential Life Staff Orientation
- Assist in Resident Assistant selection and training
- Work 1-2 flex hours per week on one of the following: Housing Committee, Hall Olympics, Programming, Desk
- Support and cooperate with decisions, actions and policies of the housing and residential life staff

Administrative/Desk

- Work an average of four hours per week (totaling eight hours over a two-week period) at the hall desk
- Fulfill the responsibilities and expectations of the Office Assistant position as outlined in the staff manual
- Perform administrative processes accurately, correctly and promptly by given deadlines, including weekly reports, floor evaluations and all other paperwork or for which you are responsible.
- Review blue cards, room inventories and database entries routinely to ensure accuracy
- It is each RAs responsibility to wear appropriate clothing and nametag that identifies the individual as a staff member while working at the hall desk

Community Development

- Communicate residence hall policies to residents as outlined in the residence hall handbook
- Develop relationships with your residents and intentionally strive to nurture these relationships each week
- Encourage and foster a safe, clean, and positive living and learning environment for all residents
- Assist residents in establishing a community contract within the first four weeks of school and review within the first two weeks of second semester
- Post all posters and flyers placed in your mailbox onto bulletin boards on your floor

- Facilitate floor meetings as needed or required
- Facilitate conflict resolution between residents
- Assist residents in maintaining their rights and privacy as well as help residents show responsibility for their behaviors
- Inform the Area Director and/or members of the Student Affairs staff about special needs or problems of residents
- Attend Hall Council meetings regularly and support their program efforts
- Encourage residents to be involved on campus and on the floor and provide frequent recognition and encouragement for resident efforts
- Intentionally strive to develop a community based on respect for one another, the floor itself and the university as a whole
- Stress the importance of quiet study hours to all residents

Programming and Activities

- Provide activities for residents to interact and get to know each other each week
- Provide and assist residents in organizing an appropriate number of programs each semester
- Encourage participation in residence hall and university programs
- Support and encourage residents in their involvement with Hall Council, Residence Hall Association, and campus activities
- Develop an educational floor bulletin board at least three times each semester
- Collaborate with all staff and hall government to provide weekly weekend programming options for residents

Conduct/Duty

- Understand and communicate the rationale concerning university and residence hall policies, regulations and conduct procedures to residents
- Confront all individuals or groups violating university or residence hall policies and regulations in a fair, respectful and consistent manner
- Complete a minimum of two rounds nightly while on duty and respond quickly to all pages and duty phone calls.
- Complete appropriate reports immediately following the confrontation of an incident
- Maintain confidentiality, except when confidence may endanger the well-being of the individual or other individuals, or when not disclosing the information is a violation of the law
- It is each RAs responsibility to wear appropriate clothing and nametag that identifies the individual as a staff member while working on duty
- Report immediately any criminal activity that occurs on campus to campus security
- Notify your Area Director immediately of any emergency situations
- Report any hate or bias incidents to campus security and your Area Director immediately
- Alcohol is not to be consumed within 12 hours of being on duty

Availability

- Perform the Resident Assistant position primary over all other activities
- Make an intentional effort to be available and visible on your floor a majority of evenings in any given week
- Schedule, in advance, five hours per week in your room with your door open to be available to residents.
- Refrain from accepting other employment without prior approval from your Area Director (limited to 10 hours per week if approved and subject to verification at any time)
- Maintain availability by being on campus at least half of the weekends and most week nights throughout each semester of the entire academic year (subject to approval from Area Director).
- Ensure no more than half of the complex staff is gone for any single weekend
- Remain on campus during opening weekends and the first and last weekends of each term as specified in the staff calendar
- Remain in the hall and return early over vacation periods according to department guidelines
- Obtain written approval from your Area Director prior to committing to any activity that would require your absence from the residence hall for an extended period of time

I accept the position of Resident Assistant, and agree to fulfill the duties and responsibilities for the entire 2004-2005 academic year as listed in the job description, staff goals, manuals, and handbooks. I agree to adhere to MSUM and department policies and procedures, and to conduct myself as a role model, both on and off campus. Failure to fulfill any of the above may result in the termination of this contact.

Resident Assistant (printed)

Resident Assistant (signed)

Date

Permanent Address:

Permanent Phone

Area Director Date

Director of Housing Date

Social Security No.: _____

Birth Date (optional): _____

E-Mail Address: _____

MSUM ID No.: _____

Meal Preference 21 14

Shirt Size M L XL XXL