GENERAL DESCRIPTION
The Resident Assistant (RA) is a para-professional staff member for the Department of Student Housing and Residential Education (SHARE). S/he lives among and is directly responsible for 25-45 residents and assumes primary responsibility for responding to the personal needs of community members, for shaping an environment that supports academic (educational) and personal development, and for managing critical administrative tasks at the area specific level (i.e. floor, wing, building). It is expected that the RA will have an active and positive attitude toward Residential Education at the University of La Verne and will strive to encourage and support the goals and objectives of the department. The RA reports directly to a graduate Resident Director (RD) or Residence Life Coordinator (RLC), a part of her/his planning team, and receives direct supervision and training from this person. In as much as the residential environment is dynamic, the RA position requires individual flexibility, adaptability, enthusiasm, and commitment as s/he is called upon to respond to changing needs and situations. While no position description completely describes the RA leadership position, the specific responsibilities listed below are a representation of the major expectations of the RA position.

QUALIFICATIONS
Resident Assistants must:

A) Currently be enrolled and registered as a full-time La Verne student for the 2013-2014 academic term and 2014 January term for the period of appointment.

B) Maintain good academic standing during the period of appointment. A 2.5 term and cumulative grade point average is needed to be considered for the RA position during the 2013-2014 academic year.

C) Achieve and maintain a 2.5 grade point average for each semester of employment. Failure to do so may result in termination from the RA position. Grades will be checked on a semester basis.

D) Demonstrate the ability to act in an appropriate and mature manner is necessary to work effectively in the RA position.

CONDITIONS OF APPOINTMENT
Appointment to the Resident Assistant position and assignment is made for one academic semester beginning with the fall semester. Continuance in the position during the same academic year is based upon successful evaluations, and maintaining a 2.5 semester grade point average throughout the year. In all circumstances, he/she is directly responsible to a member of the Residential Education Leadership Team. This appointment may be canceled at any time for unsatisfactory job performance as deemed by the Supervisor in consultation with the Associate Director of SHARE. The Supervisor, in consultation with the Associate Director of SHARE, reserves the right to assign or transfer the RA to any living area deemed appropriate, if needed. Additional conditions of appointment include:

A) Enrolled and registered at the University of La Verne for the entire period of appointment.

B) Appointment to the RA position and assignment is per each La Verne academic semester during the 2013-2014 La Verne academic year only.

C) Be in good financial standing with the Department of SHARE and the University of La Verne.
D) Be in good conduct/social standing with the Department of SHARE and the University of La Verne.

E) Have a minimum 2.5 term and cumulative grade point average upon hire/appointment, and maintain a minimum 2.5 semester grade point average.

F) WITH ADVANCED APPROVAL BY THE SUPERVISOR, may be allowed UP to a total of 15 hours per week of outside activity, including other employment, extra-curricular, or co-curricular activities. It is NON-NEGOTIABLE that this must be discussed with supervisor before committing to other positions.

G) During the duration of the appointment as a Resident Assistant, they may not participate in a pledging or a new member process to become a member of a Greek Organization on this campus or others.

H) WITH ADVANCED APPROVAL BY THE SUPERVISOR, Resident Assistants may be able to carry more than one night class (ending after 5pm). Otherwise, RAs are only allowed to have one night class (ending after 5pm). RAs must submit their class schedule plan to direct supervisor and discuss it with her/him before confirming it.

I) RAs are expected to serve the entire duration of appointment and therefore MUST sign a Housing License Agreement (prior to Fall Training).

J) If appointee leaves the position (voluntarily or involuntarily) during course of appointment, he/she may not be released from Housing License Agreement. Furthermore, appointee will be reassigned to a different living space on campus.

REMUNERATION
Resident Assistants receive a La Verne institutional grant which covers a 12- meal board plan and a space in a furnished room, typically a single. Candidates are strongly encouraged to contact Financial Aid prior to applying for position to see how remuneration will affect their financial aid packages.

RESPONSIBILITIES
Responsibilities for the Resident Assistant position are divided into three areas:

I. Student Development

A) As a Peer Counselor, the Resident Assistant:

1) Will maintain and develop relationships with each resident in her/his area of responsibility.

2) Will communicate with residential students regarding areas of personal and academic/educational concern and, when necessary, refer residents for follow-up counseling with others as appropriate.

3) Will be available to residents on an informal basis and serve as a referral agent for University and community services.

4) Will respond to personal and medical emergencies with promptness and dependability.

5) Will assist residents in fostering a sense of community and will encourage positive interaction among their community members.

6) Will be actively visible and engaged in the RAs direct area of responsibility on a consistent basis.
B) To encourage positive student behavior / role model, the Resident Assistant:

1) Will model positive behavior consistent with Residential Education experiences and expectations.

2) Will clearly communicate the guidelines that residents must live within as noted in the Guide to Student Housing and Residential Education and the Housing License Agreement.

3) When a student's behavior violates community guidelines, the RA will confront the student about their behavior in an assertive and timely manner.

4) Will respond in a manner that the student is encouraged to not only take responsibility for his/her inappropriate behavior, but also to learn from the experience.

5) Will inform the Supervisor verbally and submit appropriate documentation regarding the policy violation.

6) Will be consistent, ethical, and timely in responding to residents' behavior concerns and in enforcing behavioral expectations.

7) Will consult with and rely on the guidance of the SHARE Leadership Team for resolving area behavior problems, especially those of an ongoing and complex nature.

8) Will work with area members, especially roommates, to establish effective standards for living together and assist them by mediating conflicts.

9) Will support and abide by University and SHARE policies. Will also comply with all state and federal laws and guidelines.

C) As a Programmer & Community Developer, the Resident Assistant:

1) Will plan 7 programs per semester. The types of programs are: 2 Community Development, 1 Educational Success, 1 Career Development, 1 Personal Development, 1 Faculty Fellow and 1 Diversity.

2) Will do monthly passive programs for their area.

3) Will plan and implement a community meeting at the beginning of each semester, then on an "as needed" basis (Preferably monthly) throughout the year. These do not count towards your programming requirements.

II. Staff Training and Development

A) As a Team Member, the Resident Assistant:

1) Will be committed to personal growth and development.

2) Will participate in all training sessions and in-services.

3) Will attend all meetings called by the direct Supervisor and/or the Department of SHARE.

4) Will assist in the Selection Process of new staff members.

5) Will maintain regular communication with the direct Supervisor by keeping her/him appraised of area
situations, activities, and problems in a timely manner.

6) Will maintain regular communication with other SHARE student leaders (AHCs, RAs, CAs, RHA, and PRB).

7) Will participate in and support community educational programs implemented by Resident Assistants and RHA.

8) Will participate in regular evaluations/assessments of their living area and is formally evaluated on position performance.

9) Will serve on Educational Success, OTM, RA Selection/SRAP Professional Development, or Staff Development department-wide committees during the school year.

10) Will exhibit a positive attitude. If problems, issues, or complaints arise, then RA will be proactive in brainstorming realistic solutions.

B) The training and development program for RAs is a comprehensive program that includes specific SHARE Training requirements. The Resident Assistant must participate in all programs listed below.

1) SHARE Training: (dates subject to change!)

2) RA Spring Training: April 12, April 19, May 3, and May 26.


4) SHARE In-Services: Friday’s 2:00pm – 4:00pm

5) W.A.C.U.H.O, Southern RAP Conference: Generally scheduled for a Saturday in November 2013. At least a month's notice will be provided to staff of actual date.

6) Mid-Year Housing Student Leadership Training: occurs during January intercession.

7) Staff Performance Evaluations: Formal at the end of each academic semester.


9) Will assist in the 2013 No Frills Conference.

III. Administrative/Operational

A) Will serve "On-Duty" Week Nights as assigned from 5:00PM - 8:00 AM. Special hall related projects may be assigned during duty hours from the SHARE Professional Staff.

B) Will serve "On-Duty" Weekends as assigned in which he/she will remain in the building from 5:00PM Friday until 8:00 AM Monday. RA on duty may not leave the La Verne campus at any time during weekend duty.

C) Will serve "On Duty" for assigned holiday/break periods. RAs on duty may not leave the La Verne campus at any time during holiday/break duty. These holidays include but are no limited to: Labor Day, Thanksgiving, Christmas/Holiday break, New Year's, MLK Day, Spring Break, President's Day and Good Friday.
D) Will be "On-Call" anytime the RA is in the building.

E) Will be responsible for upholding and enforcing all policies and procedures throughout all residence halls.

F) Will remain in the residence halls until all residents have left for any academic recess to perform routine walk-throughs (Thanksgiving, Winter, and Spring Break close-down times). RAs will return before the first day of classes after a break (Thanksgiving, Winter, and Spring Break).

G) Will be expected to perform regular and normal RA duties during January Interterm. Exceptions must be discussed and approved by supervisor in advance.

H) Will remain in the hall until spring commencement.

I) Duty coverage for Holiday Housing will be scheduled by a member of the SHARE Leadership Team. Duty staff during the holiday period will be paid $20.00 per holiday duty shift worked for meals.

J) Will attend weekly all-staff meetings as well as any other scheduled meetings. Mandatory meeting time: Fridays 2:00 pm – 4:00 pm for the entire 2013-2014 academic year (subject to change).

K) Will attend regularly scheduled one-on-one individual meetings with direct supervisor.

L) Will assist with maintaining the security of the building by doing regular security checks while on duty.

M) Will be responsible for locking and unlocking designated areas when on duty.

N) Will submit Weekly Area Update Reports to the direct supervisor.

O) Will submit “Weekly Area Physical Condition Reports” to the direct supervisor.

P) Will be responsible for verifying the condition of student rooms, both before residents move-in and whenever a resident moves out.

Q) Will report all physical damages or student concerns.

R) Will be responsible for all paperwork and other administrative details.

S) Will be familiar with the services of various support offices so that referrals can be made when necessary.

T) Will promote a positive image of the residence halls and the SHARE Department. Will assist with the public relations component of the department by explaining the Residential Education program and staff responsibilities to faculty, staff, guests, parents, and students.

U) Other duties as assigned.

The Resident Assistant position is a varied combination of responsibilities, experiences, and opportunities. It is important that the RA realizes that s/he is a member of a staff and is responsible and accountable to the SHARE Leadership Team. Those individuals should be viewed as resources and sources of support.
RE-APPOINTMENT
Resident Assistants are expected to positively grow in the position. Therefore, only those RAs who have consistently demonstrated a high level of performance in their position, based upon their performance and evaluations, will be considered eligible to continue in their current position or reapply for a position within SHARE. Only candidates who have exceeded expectations will be considered for a second term or year. Students may only potentially serve in the RA role for a maximum of two years. Additionally, the Selection Committee will assess both the RA's potential for further growth and the strength of the RA's commitment to the position and fellow staff members in considering re-appointment.

Resident Assistant Name (PRINT): ____________________________________________

Resident Assistant Name (SIGNATURE): _____________________________________

Date: __________________________

Residential Education Professional Staff Signature: _____________________________

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