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| **Saint Michael's College - Resident Assistant** |
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| ***Job Description:***  *The Resident Assistant (RA) at Saint Michael's College is a student staff member who is available in a residential hall living unit to be of assistance to students and to act as a paraprofessional official of the College. In this capacity, he/she has primary responsibility for residents in a designated living area. At Saint Michael’s College, RAs are responsible to the Student Life Office and are directly supervised by a Resident Director, who is supervised by an Associate Director of Residence Life. Working together, residence staff members support and implement the objectives, policies, and regulations of the Student Life Office.*  ***PERIOD OF EMPLOYMENT***  *A nine-month period beginning with a workshop prior to fall opening and ending with the closing of the halls in the spring.* ***TIME COMMITMENT***  *The RA position is considered to be the RAs principal non-academic activity. Extracurricular activities should not conflict with the time needed to perform effectively as an RA. The RA is expected to:*   * *Be available and accessible to the students in his/her area.* * *Be ON DUTY and remain on his/her floor/in the staff office (where applicable) in the residence hall one night per week and scheduled weekends according to the Duty Schedule.* * *Remain in his/her area until all students have left for semester break and at the end of the year.*   ***ADVISING & COUNSELING***  *The RA should be aware of students in need of personal help and provide consultation and referrals. He/she should:*   * *Demonstrate an ability to listen to others and reflect an attitude of caring and respect.* * *Demonstrate a familiarity with referral options within the College and be able to explain these options to students seeking assistance.* * *Recognize the limits of his/her training as a counselor.*   ***PROGRAMMING***  *The RA is responsible for promoting an atmosphere for individual and group development by encouraging educational, cultural, and social programs in the halls. In providing a learning atmosphere, the RA is expected to:*   * *Help provide programs relative to the specific needs of his/her floor through personal discussions.* * *Contact resource people and aid in the development of special interest programs.* * *Support the hall government by encouraging qualified students to run or volunteer for office and by attending functions sponsored by hall government.*   ***STAFF EDUCATION PROGRAM***  *The effective RA must be involved in an educational program designed to develop the skills necessary to meet job expectations. Therefore, the RA is expected to:*   * *Attend staff training workshops held prior to the beginning of both semesters.* * *Read the Staff Handbook and refer to it as needed.* * *Attend all staff in-service training sessions/classes and hall/area meetings throughout the year.*   ***COLLEGE POLICY / COMMUNITY CONCERNS***  *The RA is expected to support and enforce College policies and regulations. He/She is to report disciplinary matters to the appropriate person(s). The RA will also serve, at times, with other staff members in evaluating and establishing departmental policies. In functioning within the physical and social environment of the hall, the RA serves as a model for others and is expected to:*   * *Encourage, by example, the principles of individual responsibility and explain, support, and follow the regulations and policies outlined in the Housing and Meal Contract and the Student Code of Conduct.*   ***ADMINISTRATIVE RESPONSIBILITIES***  *As a member of the Residence Life Staff, the RA is expected to complete the following duties for greater efficiency and communication:*   * *Evaluate programs, personal performance, policies, staff relations, etc. with the  Assistant Director of Residence Life and/or the Resident Director and the central office staff.* * *Assist in room assignments and occupancy reports conducted by the Student Life Office.* * *Post administrative notices and authorized announcements on bulletin boards.* * *Communicate to floor residents the procedures and policies of the Student Life Office.* * *Report any damages or repair needs to Physical Plant and the Student Life Office.* * *Assist by serving on various departmental committees.* * *Assist with the check-in and check-out procedures.* * *Perform other tasks as assigned.*   ***Requirements:***  *All RA staff members must be full-time Saint Michael's College undergraduate students with an overall GPA of 2.2 and must live on campus.* |