POSITION Description

The Apartment Resident Advisor is either a 9 1/2 or 12 month, part time (20 hours per week) live-in position. In addition to providing an atmosphere which fosters academic and personal growth, the ARA performs such functions as administrative, programming and paraprofessional advising duties. Working under the direct supervision of the Resident Manager/GRM and indirect supervision of the Assistant Director. The ARA’s support and carry out objectives, policies and procedures of Texas A&M University and the Department of Residential Life. There is opportunity to develop professionally working in various capacities within the University Apartments.

QUALIFICATIONS

- Though not required, it is preferred if applicants are residents of the University Apartments (Gardens/White Creek).
- Candidate for the ARA position must be a currently enrolled student at TAMU.
- Undergraduate candidates must be a full-time student to apply. Graduate students are encouraged to apply. Undergraduate students must have a minimum 2.25 cumulative and a 2.0 semester GPR to apply for White Creek and 2.5 at the Gardens apartments. Graduate ARA’s must have a minimum 3.0 GPR.
- Posses a desire to work with individuals and groups in a residential setting.
- Must be in good standing (academic and conduct) with the University.
- Employment is contingent upon a criminal background check and successful verification of Employment Eligibility.

TERMS OF EMPLOYMENT

Initial appointment for ARA’s will be either a 9 1/2 or 12-month period (begin August prior to the start of fall classes and end late-May after spring commencement or August after summer school). The length of the initial contract will be determined by the hiring supervisor. On the basis of performance evaluation, the Resident Manager/GRM will make reappointment to the same position provided the ARA is still in good standing academically and conduct wise with the University.

The Apartment Resident Advisor must maintain residency in a designated apartment within the complex throughout their employment period with University Apartments.

ARA’s must be full time students (fall and spring: 12 hours for undergraduates and 9 hours for graduates). Summer: 4 hours for 5-week or 8 hours for 10-week for undergraduates and 3 hours for 5-week or 6 hours for 10-week for graduates. Undergraduate Gardens ARA must maintain a minimum 2.5 GPR (cum and semester) while the undergraduate White Creek ARA must maintain a minimum 2.25 GPR throughout their term of employment. The Graduate ARA must maintain a minimum 3.0 GPR (cum and semester) throughout their term of employment.

ARA’s may not student teach or co-op. Graduate ARA’s may not hold a Graduate Assistantship. Participation in any extracurricular activities must be discussed and approved by the supervisor prior to involvement. The Apartment Resident Advisors may be scheduled to be on duty Monday-Friday 5:00p to 8:00am the following day and during weekends. ARA’s may also be required to work during spring break, winter break, and holidays.

ARA’s are required to work during spring break, winter break, summer and holidays. All ARAs will not need to work all break periods. We will first ask for volunteers. If the staffing needs are covered by volunteers the remaining ARAs will be released from work. If there are not enough volunteers, we will draw straws to determine who will work. ARAs will be paid for an average of 20 hours per week over the course of the work agreement.

Staff not scheduled to work the winter break may choose to stay in their apartment or go home for the break. Gardens ARAs are responsible for their rent and electric bills over break regardless of whether they stay in the apartment or leave for break. Regular pay hours during the winter break stop at the end of the fall semester (on or about December 18). Staff not scheduled to work the winter break may choose to stay in their apartment or go home for the holiday. Staffs choosing to stay or leave during the winter break are still responsible for the rent and electric bill in their apartment. Regular pay begins when staff returns to work in the spring (usually around January 2).

Duty requirements include maneuvering up and down 5 or more flights of stairs at least twice per night. Job duties will require the ability to climb stairs, see, talk, hear, and travel around assigned buildings. The position will also require the use of a video display terminal and cell phone.

202 Charles Haltom Avenue
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Tel. 979.845.2261 | Fax 979.862.2605
Email: university-apartments@housing.tamu.edu | Website: http://reslife.tamu.edu/options/apartments
ARA’s must abide by all University and departmental policies and procedures, the terms of the housing contract, and meet their supervisor’s expectations.

**DUTIES AND RESPONSIBILITIES**

The Apartment Resident Advisor will:

1. Serve as a communication link between the residents and the Department of Residence Life staff.
2. Complete check-ins with new residents and welcome them to the complex as well as conducting follow-ups to new residents.
3. Display a positive attitude and serve as a good role model in terms of behavior, community participation, and academic commitment.
4. Respond to emergencies, complaints, security problems, and other resident needs as prescribed by the Resident Manager or Coordinator of Apartment Services.
5. Contribute interesting articles in the complex newsletter at least once a semester – not including the initial biography of self. Promote, support, and attend programs offered at the Gardens Community Center or White Creek Activity Center.
6. Collect and distribute flyers, newsletters, etc. in the complex as required by the Resident Manager/GARM.
7. Be prepared to perform minor maintenance work while on duty. Staff will be trained for such task.
8. Develop and maintain a good working relationship with all University Apartment Staff.
9. Maintain a positive attitude and support the Department of Residence Life in its philosophy and policies.
10. Be knowledgeable of and support University Apartments policies and regulations; respond to and report violations in MAXIENT.
11. Attend the monthly Community Council meeting and work with council officers in the development and implementation of programs to meet resident’s needs.
12. Be familiar with and use University referral sources when necessary.
13. Work to develop a feeling of group responsibility and community among the residents to include promoting a sense of pride and ownership for the living area.
14. Must successfully develop and implement approved programs as determined by supervisor each semester.
15. Participate in the bi-annual Fire, Life, & Safety inspection of the complex.
16. Complete resident check outs.
17. Perform other duties as assigned.

Print Name ___________________________ Signature ___________________ Date __________

Supervisor ____________________________

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