

**Summer Apartment Resident Advisor (ARA)  
White Creek Apartments Department of Residential Life**

**Supervised by: Resident Manager**

**POSITION DESCRIPTION**

The Summer Apartment Resident Advisor is a 2.5 month, part time live-in position. In addition to providing an atmosphere that fosters academic and personal growth, the Summer ARA performs such functions as administrative, programming and paraprofessional advising duties. Working under the direct supervision of the Resident Manager and indirect supervision of the Assistant Director. The Summer ARAs 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.

**LEARNING OUTCOMES**

- Communication
  - Demonstrate effective and appropriate communication skills across various settings, purposes, and audiences
- Collaborative Work
  - Develop collaborative working relationships with internal and external entities to meet stakeholder needs
- Conflict Management
  - Interpret, manage, and appropriately respond to crisis situations, conflict, residents, and personnel concerns
- Transferable Skills
  - Articulate transferable skills that are applicable to their future personal, academic, or professional plans
- Cultural & Global Competence
  - Identify and include diverse individuals with differing beliefs, behaviors, attitudes, abilities, and ideas

**QUALIFICATIONS**

- 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 apartments. Graduate ARAs must have a minimum 3.0 GPR.
- Possess 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.
- 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.

**TERMS OF EMPLOYMENT**

- The Summer ARA must maintain residency in a designated apartment within the complex throughout their employment period with University Apartments.
- Summer ARAs may not student teach or co-op. Graduate ARAs may not hold a Graduate Assistantship. Participation in any extracurricular activities must be discussed and approved by the supervisor prior to involvement. Summer ARAs must be willing to work varied hours, and serve in an on-duty rotation, which would require being on site at White Creek during nights, weekends, and holidays, as required by the various NSC/conference schedules. Summer ARAs may also be required to work during summer holidays (i.e. Fourth of July).
- Summer ARAs must abide by all University and Departmental policies and procedures, the terms of the housing contract, and meet their supervisor's expectations.
- Must be available Monday through Friday most weeks for camps/conferences check-in/check-out either between 7:00 a.m.- 12:00 p.m. or between 12:00 p.m. – 5:00 p.m.
- The compensation package for the Summer ARA includes a furnished apartment with cable and Ethernet connections. The salary is calculated to account for an average of 20 hours of work per week consisting of the Responsibilities listed in this position description and responding to emergencies in the apartments. The Summer ARA may use the rest of his or her time as he or she chooses. The salary will be pro-rated from the start date and through the last day of employment as applicable.

**DUTIES AND RESPONSIBILITIES**

The Apartment Resident Advisor:

1. Serves as a communication link between the residents and the Department of Residence Life staff.
2. Completes check-ins/check-outs with residents as well as, summer camps and conferences and welcomes them to the complex as well as conducting follow-ups with residents/guests.
3. Displays a positive attitude and serves as a good role model in terms of behavior, community participation, and academic commitment.
4. Responds to emergencies, complaints, security problems, and other resident needs.
5. Develops and maintains a good working relationship with all University Apartment Staff and maintain a positive attitude and support the Department of Residence Life in its philosophy and policies.
6. Is knowledgeable of and supports University Apartments policies and regulations; responds to and reports violations in MAXIENT.

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7. Is familiar with and uses University referral sources when necessary.
8. Works 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.
9. Successfully develops and implements approved programs as determined by supervisor.
10. Serves on duty rotation during weekdays between 5:00 PM and 8:00 AM, and weekends from Friday at 5:00 PM to Monday at 8:00 AM, carry duty cell phone, confronts students or guest on inappropriate behavior.
11. Participates in transporting keys and working day shifts at the Zone between 7am-5pm for NSC conferences (Zone hours will vary and be divided throughout the day).
12. Performs other duties as assigned.

### ROOM RENT REMUNERATION

1. Initial appointment for Summer Apartment Resident Advisors will be for the summer only. Summer Resident Advisors must reside in the apartment building assigned.
2. Summer Apartment Resident Advisors at White Creek Apartments will pay \$300.00 rent for both summer I and summer II for a total of \$600.00 for both summer school sessions (Summer I and Summer II).
3. Summer Resident Advisors are responsible for paying room rent.

**Summer Apartment Resident Advisors could be required to relocate from their summer housing assignment to a temporary assignment near the close of their employment with Residence Life. Advance notice will be given for student staff to prepare for relocation.**

### ACCOUNTABILITY POLICY

You will be held accountable for your actions or lack thereof, including both positive and negative actions. It is important to follow all rules, policies, and expectations of the position you have accepted. The following policy outlines some, but not all, accountability measures. Additionally, this policy outlines a progressive discipline and accountability model that an employee would typically follow given some of the examples in this policy. However, the severity of the situation or behavior of the employee may warrant immediate progression to a more severe measure, up to and including termination, without having been provided a lesser measure previously. The severity of the measure will be determined by the supervisor in consultation with the HR Coordinator, if necessary.

- a) **NOTES-** The supervisor will keep notes on each staff member regarding his or her performance throughout the year. These notes will be used to praise good work, address concerns, and to provide an accurate representation of the employee's performance on the annual evaluation. You may request to see your notes at any point. These notes may be kept in a variety of formats.
- b) **WARNING-** A Warning may be issued by the supervisor as necessary for violating job responsibilities/expectations and/or policies. This is a reminder which will state the reason for the Warning. Note of this Warning will be documented within your Notes for future reference. Some actions that could result in a Warning include but are not limited to: 1<sup>st</sup> time being late to a shift or leaving early without approval of the supervisor, 1<sup>st</sup> time failing to complete job responsibilities during a shift, 1<sup>st</sup> time having a visitor at the desk without approval, etc.
- c) **REPRIMAND-** A Reprimand is a memo or form that states the specific inappropriate actions or decisions, will include specific, quantifiable expectations for improved performance, and a specified time period for significant improvement to be made. If no significant improvements are seen within the specified period, Termination or Probation may result. This Reprimand may include a probationary period with the expectation of marked improved performance. A copy of the Reprimand will be provided to you and a copy will be placed in your personnel file. Some actions that could result in a Reprimand include but are not limited to: your 2<sup>nd</sup> time being late to a shift or leaving early without the approval of the supervisor, your 2<sup>nd</sup> time having a visitor at the desk without approval, your 1<sup>st</sup> time missing a shift, repeating behaviors that resulted in a Warning, etc.
- d) **PROBATION-** A period of time determined by the supervisor based upon the severity of the situation, during which your performance will be monitored for marked improvement. This will include a letter or form provided to you and placed in your personnel file that outlines the specific inappropriate actions or decisions. Some actions that could result in Probation include but are not limited to: your 3<sup>rd</sup> time being late to a shift or leaving early without the approval of the supervisor, your 3<sup>rd</sup> time having a visitor at the desk without approval, your 2<sup>nd</sup> missed shift, repeating behaviors that resulted in a Reprimand, falling below the required GPR, etc.
- e) **TERMINATION-** Depending on the severity of the issue, Termination typically comes as a final solution after multiple infractions, though it can occur immediately, without any or all of the above actions. Some actions that could result in Termination include but are not limited to: your 4<sup>th</sup> time being late to a shift or leaving early without the approval of the supervisor, your 3<sup>rd</sup> missed shift, insubordination while on probation, risking the safety and security of students in the space, inappropriately using keys and/or equipment, repeating behaviors that resulted in Probation, etc.

Texas A&M University is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To fulfill its multiple missions as an institution of higher learning, Texas A&M encourages a climate

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that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. The University also strives to protect the rights and privileges and to enhance the self-esteem of all its members. Faculty, staff and students should be aware that any form of harassment or any form of illegal discrimination against any individual is inconsistent with the values and ideals of the University community.

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Employee Name

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Employee Signature

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Date

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Supervisor Signature