SUMMER RESIDENT ADVISOR POSITION DESCRIPTION

Dates of Employment: May 18, 2018 – August 13, 2018

RESIDENT ADVISOR POSITION DESCRIPTION:
(Must Live On-Campus during Position)

I. Position Description

The Summer School Resident Advisor (RA) is a member of the Department of Residence Life staff within the Division of Student Affairs who works specifically with the summer school student population in designated summer school halls. In support of the mission and core values of Texas A&M University, the RA position focuses on leadership and developing leaders of character dedicated to serving the greater good in the Residence Halls by creating and facilitating a community of respect that is conducive to student’s academic success and personal growth. The RAs support and carry out objectives, policies and procedures of Texas A&M University, the Division of Student Affairs and the Department of Residence Life. S/he is typically an undergraduate student who lives and works with a group of 30-75 students living in the Residence Halls. The RA reports to and is evaluated by the Summer School/Gateway Community Director.

a. University Representative
   i. RAs are to conduct themselves in a manner that positively reflects upon the University, Department and themselves at all times.
   ii. Display a positive attitude about the position and support the Department of Residence Life in its philosophy and policies.
   iii. Serve as a positive role model for the residents.
   iv. Be familiar with, and able to utilize, University referral sources when necessary (academic, personal, social, counseling, financial, disciplinary, etc.).
   v. Be a communications link between students and the University, particularly with the Department of Residence Life.

b. Community Development
   i. Be present and available on the floor most evenings and weekends, being a minimum of three out of five nights a week and two out of four weekends per month. The maximum number of staff members allowed away from the hall each night will be equal to half the staff. Requests for evenings and weekends away must be made in advance with your supervisor and will be on a first come first serve basis.
   ii. Meet with the floor residents and explain the RA/CD staff roles and responsibilities.
   iii. Create and maintain an environment conducive to academic success.
   iv. Be attuned to particular concerns and needs of the student population (for example: freshmen, transfer, international, disabled, first generation or underrepresented populations of students)
   v. Develop a feeling of group responsibility and community, among the residents, for the floor/ramp/wing environment to include promoting a sense of pride and ownership for the residence hall building and facilities.
   vi. Role model and facilitate an appreciation for differences among residents through personal interactions and programming efforts.
   vii. Help mediate roommate and suitemate conflicts among residents by serving as a non-judgmental peer advisor according to procedures outlined in the staff manual.
   viii. Develop a good rapport with each of the residents on assigned floor/ramp/wing.
   ix. Attend hall functions and be prepared to act as a resource should problems arise.
   x. Complete all community development requirements as outlined by the Community Director or Graduate Hall Director.
   xi. Work with the summer staff in the development, implementation and evaluation of programs.

c. Safety and Security
   i. Work with the students to promote security awareness to include personal safety both inside and outside the residence halls.
   ii. Share responsibility for supervising the hall on a rotating nightly basis through a daily duty schedule and according to the duty procedures as outlined in the staff manual. Actual number of duty nights varies depending on the needs of each building. Note: duty requirements include manoeuvering up and down four flights of stairs or more at least twice per night. Scheduling of classes past 5:00 pm must be approved in advance by in writing by the Community Director and/or Graduate Hall Director.
   iii. Understand and articulate the rationale for policies and expectations regarding conduct of the floor/ramp/wing residents.
   iv. Be consistent with the enforcement of each regulation to avoid confusion among residents.
   v. Confront violations in or around residence halls or residence hall events.
   vi. Consult with GHD/CD staff on violations and keep the GHD/CD staff informed of violations and actions you have taken.
   vii. Know and be able to use the Department of Residence Life chain of command as outlined in the staff manual to appropriately report issues that arise.
vii. Keep accurate records regarding all rule/regulation violations and warnings issued. Work closely with CD staff in communicating this information.

viii. When appropriate, explain the process of conduct referrals to the residents, including the role of various staff involved in process.

ix. Complete accurate and timely incident reports and help in any investigations, when requested to do so by Student Conflict Resolution Services.

x. Be aware of happenings on the floor and in the hall and communicate them regularly to the CD staff.

xi. Be aware of the physical condition of the floor and hall facilities, reporting any damages and/or problems to the CD staff and completing work orders as necessary.

xii. Be familiar with emergency procedures so situations can be dealt with in a quick and efficient manner.

xiii. Understand and practice appropriate key and access card control practices as outlined in the staff manual, including, but not limited to, appropriate use of all room, office, and master keys and access cards. Staff will be held personally and financially responsible for misuse of keys/access cards.

xiv. Maintain confidentiality of residents' records and other sensitive information.

xv. During a crisis or emergency in the building, RAs are expected to notify emergency responders and follow incident notification protocol, and assist in the crisis/emergency response process to the extent that it is safe to do so or until released by a supervisor.

d. Performing Administrative Duties
   i. Exercise good time management skills in order to balance administrative duties with academic and personal responsibilities.
   ii. Collect information, submit information and necessary reports (i.e., Incident, Duty, Monthly, Weekly, etc.) accurately and promptly to GHD/CD staff as instructed.
   iii. Meet all deadlines and fulfill all administrative responsibilities.
   iv. Attend weekly staff meetings and designated one-on-one meetings with your supervisor.
   v. Complete all online training sessions by the appointed deadline.
   vi. Use office computer appropriately and according to all university computer-use policies.
   vii. Work with CD staff in holding students accountable for excessive cleaning, damages and vandalism to the floor/wing/ramp as well as to the residence hall.
   viii. Inventory and complete a room inventory card for each room prior to the opening of the halls.
   ix. Assist with check-in and checkout procedures throughout the academic year.
   x. Submit and provide follow-up for work orders as needed.
   xi. Keep attractive, informative and up-to-date bulletin boards.
   xii. Communicate to residents various procedures for hall operations, conduct, and referrals, damage billing, work order procedures, etc.
   xiii. Maintain an accurate roster for the floor/ramp/wing and keep inventory cards up-to-date.
   xiv. Assist the custodial workers assigned to the floor/ramp/wing keeping the building in good shape by knowing and working with them.
   xv. Perform other tasks as necessary or assigned by the Graduate Hall Director, Community Director, and/or Coordinator staff.

e. Teamwork and Communication
   i. Know and establish a good working relationship with other staff members, both within and outside assigned hall.
   ii. Share with appropriate staff members, information about the floor regarding environment, student leadership and behavior problems, and programs, which assist students in their development and growth.
   iii. Respond to phone, email, and other messages in a timely manner and check in-hall mailbox on a daily basis or as instructed by CD staff.
   iv. Assist with the RA Recruitment process by encouraging students to apply to be an RA and participating in the selection process as requested.
   v. Attend and actively participate in meetings to include:
      1. Summer training workshops
      2. Residence Hall Staff Council
      3. Special committees or projects as assigned by the area office

RESIDENT ADVISOR QUALIFICATIONS:

II. Qualifications
   a. Prefer second year student at the time of employment.
   b. Prefer one semester of residence hall living experience.
   c. Possess a desire to work with individuals and groups in a residential setting.
   d. Must be in good standing with the University and the appropriate academic college.
   e. Must live on campus in assigned room during the time of employment. Please note that if employed in fall 2017, RA Training will begin August 8th and the RA will be expected to make arrangements with his or her fall supervisor to move into the fall assignment some time during the week of August 7th.
   f. Must be willing to work varied hours, including some nights, weekends and summer holidays such as Memorial Day and July 4, as needed.

III. Terms of Employment
a. Each staff member must be enrolled as a student of Texas A&M University during the spring semester prior to employment and the fall semester immediately following employment, unless the staff member is graduating in August 2018.

b. The staff member may not enroll for more than 12 undergraduate summer hours or 10 graduate summer hours as a RA, unless previously approved in writing by the Community Director and their academic department. Any exceptions to maximum course load must be approved by the Community Director and remain under the number that constitutes an overload. Any other exceptions require approval by the Community Director and clearance with the Residence Life Business Office.

c. RAs will be required to have and maintain a minimum 2.25 cumulative grade point ratio and a 2.0 semester grade point ratio throughout their term of employment. To begin employment, new employees must meet the same GPR requirements.

d. Only RAs in good standing, who have completed one semester of experience, may be employed outside the DRL, up to 10 hours per week, with prior written approval of their supervisor. RAs having a cumulative GPR of 2.5 or greater, may work a maximum of 15 hours per week of outside employment with prior written approval.

e. Resident Advisors will report for work the day indicated (Friday, May 18, 2018), remaining until the day specified (Monday, August 13, 2018) by the Department of Residence Life. Staff should not anticipate leaving their position prior to the official Community closing date and time.

f. RAs are to abide by all University and departmental policies and procedures.

**TERMS, REMUNERATION, AND ROOM RENT:**

1. Initial appointment for Summer Resident Advisors will be for the summer. Summer Resident Advisors must reside in the hall assigned.

2. Compensation for Summer 2018 is as follows:
   - Beginning rate: $774 per month
   - 1st Anniversary: $852 per month
   - 2nd Anniversary: $880 per month
   - 3rd Anniversary: $893 per month

   All hours will be paid according to the monthly pay schedule.

3. Summer Resident Advisors are responsible for paying room rent equal to that of a ramp style hall per summer term for a private room.

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 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.

__________________________  ________________
RA Printed Name                  RA Signature

__________________________  ________________
Date                            Supervisor Signature