DEPARTMENT OF RESIDENCE LIFE
SUMMER RESIDENT ADVISOR

POSITION DESCRIPTION

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

b. 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.

c. 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.
II. Qualifications

RESIDENT ADVISOR QUALIFICATIONS:

b. Prefer second year student at the time of employment.

b. Prefer one semester of residence hall living experience.
DIVISION OF STUDENT AFFAIRS
Department of Residence Life
Central Administrative Office

The RA position cannot be easily translated into hours worked per day or week because of the unique nature of the work and the position being a live-on campus position. In addition to a discount on rent, the RA will receive a monthly salary dependent on the current rate scale of the Department of Residence Life, calculated to account for an average of 20 hours of work per week per semester consisting of the Responsibilities listed above in this position description and responding to emergencies in the residence halls. The RA may use the rest of his or her time for attending classes, studying, going to sporting events or concerts, etc., as he or she chooses. The salary will be pro-rated from the date of start and through the last day of employment in the term.

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 2017.
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 are 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 19, 2017), remaining until the day specified (Sunday, August 13, 2017) 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.

Appointment for Summer RAs will be for summer semester only.

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RAs are responsible for the payment of summer room rent (at the ramp rate) for the term(s) hired for. If the RA leaves the position early for any reason, he/she will still be responsible for fulfilling the Housing Contract terms, including summer rent.

IV. 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.

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.

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: 1st time being late to a shift or leaving early without approval of the supervisor, 1st time failing to complete job responsibilities during a shift, 1st time having a visitor at the desk without approval, etc.
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 2nd time being late to a shift or leaving early without the approval of the supervisor, your 2nd time having a visitor at the desk without approval, your 1st time missing a shift, repeating behaviors that resulted in a Warning, etc.

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 3rd time being late to a shift or leaving early without the approval of the supervisor, your 3rd time having a visitor at the desk without approval, your 2nd missed shift, repeating behaviors that resulted in a Reprimand, falling below the required GPR, etc.

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 4th time being late to a shift or leaving early without the approval of the supervisor, your 3rd 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 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 ___________________________