

Department of Residence Life

Resident Advisor Position Description

Residence Halls and White Creek Apartments

Position Description Overview

The Resident Advisor (RA) is a part-time (approximately 20 hours per week), live-in position assigned to either a residence hall or the White Creek Apartments. In residence halls, the position is for the academic year, with an option to remain on staff through the summer. In the White Creek Apartments, the position is year-round, including break periods (winter break, spring break, and Thanksgiving break). The overall mission of the Resident Advisor position is to enhance the on-campus living experience for students through education and development. Working under the direct supervision of a graduate hall director or Resident Community Manager, the Resident Advisor staff focuses on building respectful communities that focus on learning, leadership, and meaningful relationships through the development of our students and staff. In support of the mission of Texas A&M University (TAMU), Residence Hall and Apartment Staff is committed to fostering a positive environment within the Residence Halls through incorporating the Texas A&M University Core Values of Excellence, Integrity, Leadership, Loyalty, Respect, and Selfless Service in our work. We define a positive community as an environment which fosters healthy lifestyle choices by its members, respect for individuals, a sense of belonging, and a focus on academic success and personal growth which will contribute to our students developing as leaders of character dedicated to serving the greater good.

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 personal concerns
- Transferable Skills
 - Articulate transferable skills that are applicable to their future personal, academic, or professional plans
- Respect and Engagement
 - Treat all individuals with respect regardless of differences

Preferred Qualifications

1. Be at least a second-year student at the time of employment.
2. Have at least one semester of residence hall or White Creek Apartment living experience.
3. Experience working with individuals and groups in a residential setting.
4. Must be available for a full academic year. (Exceptions may be requested by returning RAs – see Staff Manual.

Note: If an RA is approved to work one semester less than a full academic year, the RA is still bound by their Housing Contract.)

Terms of Employment

1. RAs must be full-time students as defined by Texas A&M University.
2. First-semester RAs may not carry an academic course load of more than 16 credit hours per semester. Returning RAs must have prior approval to take more than 16 credit hours per semester.
3. RAs are required to have completed at least one semester as a student at the College Station campus of Texas A&M University to be eligible for employment.
4. RAs must be in good standing Texas A&M University and the appropriate academic college/school/department.
5. RAs must live on campus in an assigned room/apartment during the time of employment. RAs must sign a housing contract. In the event that the RA separates from the RA position, they will continue to be responsible for paying room rent. RAs who separate from the RA position are required to vacate the RA room/apartment within 48 hours. Every effort will be made to place the student in an on-campus residence, should the student wish to continue to reside on campus. The discounted room rate or applied discount is contingent upon the student remaining in the RA position. Therefore, if the student separates from the RA position, they are no longer eligible for the discounted rate/applied discount and will pay the full rate for the space they are relocated to. Those moving off campus will also be subject to cancellation penalties equal to the lowest student rent rate.
6. RAs will be required to meet at minimum 2.25 cumulative grade point ratio and a 2.0 semester grade point ratio at the time of applying and throughout their employment.
7. Initial appointment for RAs will be for one academic year. On the basis of performance evaluations, the department will make reappointment to the same or alternate position (including summer positions) based on specific community needs and the strengths and skills of individual staff members.
8. Because the White Creek Apartments are open year-round, RAs hired for the White Creek Apartments are required to work year-round, including spring break, fall break, Thanksgiving break, winter break, and holidays. All apartment RAs will not have to work all break periods; volunteers will be solicited. If no one volunteers for a break period, RAs will be assigned to work by random draw. White Creek RAs will be permitted to remain in their apartments during break periods whether they are working or not. Please note that additional pay may be provided for breaks and holidays; see the Terms of Remuneration section for details.
9. First-semester RAs with a cumulative GPR of 2.5 or greater and who are in good standing with the university may request up to 8 hours per week of outside employment. This requires prior written approval of their supervisor. RAs who have completed one semester of employment as an RA, have a cumulative GPR of 2.5 or greater, and who are in good standing with the university may work a maximum of 15 hours per week of outside employment with prior written supervisor approval. See the Outside Employment and Extracurricular Activities section for more information.
10. RAs will report for work the day indicated, remaining until the day specified, each semester, by the DRL. Staff should not anticipate leaving their position prior to the official hall closing date and time.
11. All students living on campus are required to sign a Housing Contract, which applies to the entire academic year. Leaving the RA position, for any reason, during the time of the Housing Contract will not release a RA from his/her Housing Contract and he/she will be responsible for fulfilling the terms of his/her Housing Contract, including completing Cancellation paperwork with the Housing Assignments Office by the designated deadlines stipulated in the Housing Contract. Resignation and termination from the RA position does not release an RA from his/her Housing Contract. In the event of resignation or termination, the RA will be required to move from the designated RA room assignment to another available space on campus within 48 hours of the resignation or termination.
12. RAs are expected to abide by and enforce all published TAMU Student Rules, all departmental policies and procedures and the Aggie Honor Code. RAs are also expected to abide by all local, state, and federal laws; failure to do so may result in termination from the RA position.
13. RA staff must participate in all scheduled staff training sessions and professional developments and complete all required online trainings by established deadlines.
14. Persons hired must provide proof of identity and employment eligibility and pass a background check.
15. 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 Remuneration

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 in Section VI of 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 in the fall, hall closure during winter break, and last day of employment in the spring or per term, as applicable. Those working during Thanksgiving Break, Winter Break, and Spring break will receive a supplement in addition to the stipend based on the number of days worked and daily rate as determined by the Department of Residence Life. Pay increases may be available based on years of service, performance evaluations, supervisory recommendations, and available funds. RAs are responsible for the payment of room rent.

Outside Employment and Extracurricular Activities

Outside employment and extracurricular activities should be reviewed with your supervisor on a regular basis. If conflicts arise between the RA position and other employment/activities and job performance deficiencies are noted by the supervisor, the RA may be required to make adjustments in his/her schedule in order to correct the deficiency.

1. First-semester RAs with a cumulative GPR of 2.5 or greater and in good standing with the university may request up to 8 hours per week of outside employment. RAs may be employed by another DRL office, State of Texas employer, or non-State of Texas employer for up to 8 hours per week with prior written approval of their supervisor.
2. RAs who have completed at least one semester of employment as an RA, have a cumulative GPA of 2.5 or greater, and are in good standing with the University may work a maximum of 15 hours per week of outside employment. RAs may be employed by another DRL office, State of Texas employer, or non-state of Texas employer for up to 15 hours per week with prior written approval of their supervisor. Requests by returning RAs to work more than 15 additional hours per week will be considered on a case-by-case basis.
3. RAs may not student teach, intern, or co-op while working as an RA without prior written approval. RAs who are graduate students may not hold a graduate assistantship while being an RA. Exceptions for returning RAs may be considered on a case-by-case basis and should be requested prior to the start of the semester.
4. RAs may not be employed by the Northside or Southside 14-hour desks or the White Creek Community Center desk due to possible scheduling conflicts.
5. RAs may NOT hold executive positions within their respective residence hall council or with the Residential Housing Association (RHA) as President and/or Executive Vice President. This also includes executive positions in other major organizations that include, but are not limited to, Fish Camp, Singing Cadets, and MSC. Prior review and approval from direct supervisor should be given for those interested in holding major executive positions in student organizations.

Responsibilities

1. Be a leader of character who conducts oneself in a manner that positively reflects upon the University, the department, and oneself at all times. Serve as a positive role model for students. Display a positive attitude about the RA position and support the Department of Residence Life in its philosophy and policies. Refer students to University departments and resources. Serve as a liaison between students, the Department of Residence Life, and campus constituents. Maintain confidentiality of residents' records and other sensitive information in accordance with state/federal law and Department and/or University policies.
2. Build positive relationships by developing a personable relationship with residents. Be a visible presence in the community and be available to residents. Establish a professional working relationship with supervisors, other RAs, custodial and maintenance staff, and other University staff members. Help mediate roommate and suitemate conflicts. Support members in DRL student organizations. Facilitate floor meetings with residents at least twice a semester.
3. Develop a community of respect by creating and maintaining an environment conducive to academic success.

Serve as a role model by demonstrating and facilitating an appreciation for differences among residents. Be aware of particular concerns and needs of the student population. Create and maintain educational and relevant bulletin boards. Develop and execute educational programs that align with the Department's resident engagement model. Complete necessary event planning documentation, including, but not limited to, event planning forms and event evaluation forms.

4. Focus on the Living Learning Program (LLP), where applicable, by promoting and facilitating the goals and objectives of the LLP. These responsibilities include working with additional staff associated with the LLP, incorporating the theme of the LLP into as many creative avenues as possible to promote cohesion and focus on the specific LLP, and participating with possible and/or as required by supervisor in LLP-related events.
5. Uphold community standards by understanding and articulating the rationale for policies and expectations regarding conduct in the community. Enforce policies in a consistent, timely manner. Provide regular floor/community updates to supervisor and consult with supervisor on community issues. Report issues as indicated by the DRL Incident Notification Matrix. Share responsibility for supervising the hall while on rotating nightly and weekend duty rounds and procedures as outlined in the staff manual, duty expectations, and as directed by the supervisor. Work as required during recognized university holidays, closures, and/or break periods.
6. Effectively manage risk by assisting in crisis/emergency response to the extent that it is safe to do so as directed by a supervisor. Work with student to promote security awareness, including personal safety both inside and outside of residence halls/apartments. Be aware of the physical condition of the community facilities, submit work orders as needed and report any damages and/or safety/security concerns to the appropriate staff member. Be familiar with emergency response procedures so situations are handled quickly and efficiently.
7. Perform administrative duties by exercising good time management skills to successfully balance the RA position with other responsibilities. Understand and practice appropriate key and access card control procedures as outlined in the staff manual, training, and master key procedures. Complete assignments thoroughly and accurately by designated deadlines. Attend and participate in weekly staff meetings, ongoing trainings and one-on-one meetings with your supervisor. Complete all training (online and in person) by appointed deadlines. Assist with opening/closing of the hall/apartments and with check-in and check-out of residents. Respond to job-related communication within 24 hours unless on approved leave. Submit information, reports, logs and other documentation as instructed and by prescribed deadlines. Perform other tasks as necessary or assigned. May work periodic day shifts as needed.
8. RAs will have the opportunity to work summer conferences or summer school. Those working for summer will do duty rounds in summer buildings. Additionally, those working with camps will assist with pre- and post-camp building walkthroughs, camp check-ins and check-outs, key and card access management for camp groups, and other perform administrative tasks. Summer staff are expected to provide exceptional customer service to guests and students, uphold Residence Life policies, and help ensure guests and students have a positive experience during their stay on campus. In addition to being on duty, summer staff will be assigned specific work hours and tasks.

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 for 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. However, the severity of the behavior/situation 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 Generalist, if necessary.

1. Notes: The supervisor will keep notes on each staff member regarding their performance, both good and warranting improvement, 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.
2. 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 with your notes for future reference. Some actions that could result in a Warning include, but are not limited to: first time missing a deadline, first time failing to complete job responsibilities according to procedure, etc.

3. Expectations Memo: An Expectations Memo is a memo that states the specific inappropriate actions or decision. It will include specific, quantifiable expectations for improved performance and a specified time for improvement to be made. If improvements are not made, a personnel corrective action plan may be put into place.
4. Personnel Corrective Action Plan: A Personnel Corrective Action Plan is a form provided to you and placed in your personnel file that outlines the specific inappropriate actions or decisions and steps you are expected to take to correct those actions. It serves as a more formal documentation of the performance issues and indicates that failure to correct the issues within the time indicated on the form may lead to termination of employment.
5. Termination: Depending on the severity of the issue, Termination typically comes as a final solution after multiple infractions. However, termination can occur immediately, without any or all of the above actions, if the behavior is egregious enough. Examples of behavior that may lead to immediate termination include, but are not limited to, loss or misuse of a master key, failure to perform your duty night responsibilities, or breaking state law.

I have read and understand the position description as outlined in this document.

RA Name

RA UIN

RA Building