Resident Advisors (RA) provide leadership for a residence hall floor community in two styles of living:
Chase, Farnham, Hickerson, Neff, West, and Wilkinson are composed of primarily first- and second-year students. In these communities, RAs are responsible for providing personal and academic support to students and for helping new students gain leadership skills and become involved in university activities. RAs are members of a staff team that responds to student, building, and campus emergencies; provides residence hall coverage; and implements community, social, and educational programs.

In Brownell, North Campus, and Schwartz, RAs work individually and as members of a staff team to support upper-class students living in suites and apartments. They are responsible for providing personal and academic support to students; initiating social and community programming; and implementing educational workshops for upper-class students. RAs initiate activities and services that support students preparing for the challenges of upper-class student status and graduation.

The RA position is a para-professional position that offers a unique opportunity to develop skills and behaviors that will become valuable in a wide range of fields. Training, employment expectations, and supervision are designed to provide staff members with experiences that will assist them as they transition to professional work experiences.

PREFERRED EXPERIENCE:
The RA position requires that students are able to balance their role as a student and an employee and make good academic and personal decisions. Successful candidates must be able to demonstrate previous relevant experiences and have the potential to continue to develop knowledge and skills in the following areas:

- Consistent display of maturity, good judgment, emotional stability, conflict resolution, and a willingness to accept responsibility. Individuals must be able to demonstrate that they respect and follow federal, state, and local laws as well as abide by university and residence hall policies.
- Positive work habits including the ability to balance multiple responsibilities, complete tasks as assigned, demonstrate general timeliness, remain available and approachable to a diverse audience of students, and work successfully with a team.
- Exhibit behaviors of a successful college student including: successful academic work habits, a positive attitude toward learning, and engagement in collegiate life.
- Demonstrate awareness and openness to learning about establishing relationships and/or working in teams with diverse individuals.
- Establish that they can successfully develop a positive floor community, lead group discussions, create and execute group activities, mediate conflict, respond professionally to behavioral concerns and incidents, and participate in decision making.

ELIGIBILITY:

- Minimum 2.5 overall GPA. Candidates and staff members must have at the time of application and maintain a semester and overall GPA of 2.5 for the duration of employment for undergraduate students. Graduate students must have and maintain a minimum of a 3.0 GPA at the time of application and during employment.
- Minimum of 12 credits earned at SCSU. Candidates must have a minimum of 40 credits at the time of employment for undergraduate students. Graduate students must have a minimum of 9 earned credits at application and 18 credits at time of employment or meet the minimum credit and GPA requirements as an SCSU undergraduate student.
- Have lived in an SCSU residence hall for a minimum of one semester at the time of application.
- Completion of an online application, that includes name and information for two references, one of which must be a SCSU professional faculty/staff member.
- A submission of one reference request, to be handed in at your individual RA interview. A copy of the reference request form will be attached to your confirmation e-mail after application.
- Must be a matriculated, enrolled student at SCSU and eligible to live on campus.
- All candidates are subject to academic, conduct, and background checks prior to employment offers and start of employment.

**POSITION RESPONSIBILITIES:**

**Support for Students & Personal Role Modeling**

- Assist students with personal concerns
- Aid new university students with their transition to Southern Connecticut State University
- Provide leadership by making choices reflective of a positive academic and personal role model
- Offer assistance to students by identifying and utilizing campus resources
- Adjust personal schedule to be visible and available for students during the evening hours
- Maintain confidentiality of student information and educate students regarding their expectations and limitations in reporting confidential information

**Participation in Hall Duty Coverage & Availability within the Community**

- Resident Advisors will participate in regular duty rotation beginning at 8:00 PM and ending at 8:30 AM each weekday and 8:00 PM – 8:00 AM on weekends, holidays, and during break periods. A minimum of 2 Resident Advisors per building will conduct rounds, provide front desk coverage (8:00 PM – 2:00AM), respond to student and building incidents, and report occurrences to full-time staff/graduate intern on duty.
- Participate with other staff members in duty coverage including:
  - Participating in an equitable duty schedule with other hall Resident Advisors for each academic semester
  - Remaining in the building during evening duty shifts (8:00 PM – 8:30 AM) and ensuring that there is appropriate coverage (1 staff member) during weekend/holiday days (8:00 AM – 8:00 PM)
  - Being available to respond to all student and community concerns during scheduled duty shift
  - Ensuring that appropriate coverage is in place for all requested duty shift changes
  - Remaining free of alcohol or other illegal or misused substances during duty shifts and 12 hours prior to each scheduled duty shift
  - Providing support for early return, late departure, and break duty coverage as needed
- Maintain visibility and engagement in the community on a consistent basis by:
  - Ensuring that additional work and leadership commitments do not interfere with work responsibilities
  - Maintaining a regular presence on the floor and in the community
  - Participating regularly in building programs, events, and Hall Council, and occasionally participating in campus programs, events, and RHA meetings
  - Maintaining visibility most weekends by remaining on campus.

**Community Development**

- Educate community members regarding their rights and responsibilities as members of a floor, hall, and campus community
- Contribute to the establishment of community expectations for acceptable behavior within the community including quiet hours, cleanliness, respect, and involvement
- Assist community members with resolving conflicts appropriately.
- Facilitate regular community meetings to provide information and revisit community norms and standards.

**Educational and Social Programming**

- Initiate the development of educational, social, and passive programs with the following considerations:
  - Develop and execute a programming plan for educational, social, and passive programs for each semester
  - Implement programs that meet the needs and interests of residential students
  - Provide programs that reflect the diversity of the residential student population
  - Meet established timelines for marketing, funding, and reserving space for programs
Plan programs that consider the safety and well-being of all participants and the residential community

Utilize appropriate department, university, and local resources with the prior approval of your supervisor

Response to Student Behaviors and Incidents
- Recognize, respond to, and report violations of the Student Code of Conduct, the Residence Hall Agreement, and federal, state, and local laws
- Resident Advisors are members of the Residence Life Emergency Response Staff and are expected to assist as directed by Residence Life supervisor staff, University Police, University Administrators, and local, state, and federal officials.

Administrative Management, Communication, Meeting, & Training Expectations
- Manage the posting of information for students to review within the community
- Complete all reports, records, and evaluations in a timely manner and as requested
- Facilitate the completion of bi-weekly health and safety inspections
- Assist with scheduled and unscheduled fire alarms and other safety drills
- Aid the Hall Director with the management of building keys and inventory
- Participate in the completion of regular duty coverage
- Assist with reporting facility concerns and addressing vandalism, damages, or safety concerns as directed
- Fulfill responsibilities during building opening and closing (check-in/out, room inspections, and communication of information)
- Support the department with completing surveys, soliciting student feedback, and participating in university events
- Attend all scheduled one-on-ones, staff, department meetings, and trainings as scheduled
- Contribute to the management of housing information (student moves, housing assignments, and special housing needs)
- Communicate appropriately with supervisor about the welfare, interests, and needs of students including student incidents, behavior concerns, and academic difficulties
- Participate in ongoing meetings and training including but not limited to the following:
  - Weekly meetings with your supervisor
  - Weekly staff meetings with team members
  - Pre-semester training
  - Emergency meetings and training as determined appropriate
- Display appropriate and effective communication with students, colleagues, supervisors, guests of the university, and others in the university community while completing work responsibilities. Appropriate behaviors are expected of the staff member at all times

RIGHTS & RESPONSIBILITIES:
Professional & Personal Development
- Actively participate in all scheduled department and in-hall training. Staff members are responsible to be in attendance at all training and supervision meetings. Training commitments include scheduled training during the spring semester (immediately after being hired/renewed), approximately two weeks prior to fall opening, one week prior to spring opening, and 5-10 hours of ongoing training each semester. The Office of Residence Life does NOT excuse staff members from training for university athletic commitments, other work obligations, or family vacations
- Address with a supervisor time commitments, conflicts, and difficulties in meeting position expectations PRIOR to the expected commitment
- Participate in supervisor-led performance evaluation and community feedback opportunities during each semester of employment

Time Commitment
RAs are expected to give the RA position priority over all other non-academic activities. RAs must receive prior approval from their direct supervisor and the Associate Director of Residence Life for Residential Education and Community Development before committing to any significant responsibilities that require time away from the hall community (part-time work on/off campus, student leadership positions, university athletic team memberships, community service).

- The sum of part-time work (on- or off-campus) and paid student leadership positions CANNOT exceed 20 hours per week
- First-year staff members are NOT permitted to hold internships or student-teach during the contract period
- Returning staff members intending to complete internships or student teaching responsibilities during the contract period must notify the department PRIOR to committing to the Resident Advisor position
- Each RA will need to submit an Activity Approval form and receive approval before committing to additional non-academic activities

**Staff Placement**

- Staff members are notified of hall placement when employment is offered. The Office of Residence Life reserves the right to adjust hall and floor placement as appropriate
- Staff members are placed based on their skills, experiences and the needs of the residence hall communities

**Training**

- All position offers are contingent upon successful completion of training requirements, which include:
  - Up to 100 hours of training between August 2017 and January 2018
  - Completion of all employment information and requirements
- RAs will return for training in early August 2017 and are committed to all-day training with evening sessions through the opening of the residence halls. Fall semester training return dates will be set by March 1, 2017
- Inability to meet these requirements may lead to the RA offer being rescinded.

**COMPENSATION:**
The Resident Advisor compensation package includes free housing, free meal plan, and a semester stipend of $500 distributed during the semester