

## SENIOR RESIDENT ADVISOR (SRA) OFFICE OF RESIDENCE LIFE

**Title:** *Senior Resident Advisor*

**Location:** *Residence Hall, as assigned*

**Pay Rate/Class:** The Resident Advisor compensation package includes free housing, free meal plan, and a semester stipend of \$1,000 distributed during the semester

### **Student Affair Employment Program**

This program empowers students to reach their full, potential in preparation for the workforce by developing practical and professional skills.

### **Student Learning Outcomes for this Position Include:**

- Provide excellent customer service, anticipating and listening to customers' needs
- Develop the ability to prioritize multiple tasks and complete assignments in an efficient manner
- Demonstrate effective problem solving and analytical skills
- Develop ability to analyze situations and respond appropriately
- Take initiative to proactively resolve issues and problems
- Develop excellent interpersonal communication skills
- Use effective listening skills
- Understand and follow established policies, processes and procedures
- Help to foster an inclusive work environment
- Present a positive and enthusiastic attitude
- Understands how to use departmental technology as assigned
- Demonstrate professional written and verbal communication
- Demonstrate professionalism including reliability with attendance, punctuality, and quality of work
- Work well with others and resolve conflicts successfully

### **Qualifications:**

- Candidates must be eligible to return to the RA position
- Candidates must have served as an RA for a minimum of two (2) semesters
- All undergraduate student candidates must have a minimum 2.5 overall GPA at the time of application and must maintain a semester and overall GPA of 2.5 or the duration of employment. Graduate students must have and maintain a minimum 3.0 GPA at the time of application and during employment.
- Students entering graduate school must be accepted into their graduate program by June 1<sup>st</sup> to remain in their position
- Candidates must be enrolled as full-time matriculated students at SCSU and eligible to live on campus.
- Successful candidates cannot hold roles as a Resident Advisor, Orientation Ambassador and a Peer Mentor simultaneously. Only two of the three aforementioned leadership positions can be held at the same time.

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#### **Preferred Skills:**

*The SRA 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, 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

#### **Position Description:**

The Senior Resident Advisors (SRA) position offers Resident Advisors the ability to assume additional leadership responsibilities. A maximum of one SRA will be hired for each residence hall through an application and interview process. The SRA serves as a mentor and leader for the residence hall staff and manages additional related projects as assigned.

#### **Job Duties:**

##### **Position Responsibilities:**

*In addition to the regular functions required of all Resident Advisors, the following additional responsibilities will be required of Senior RAs:*

- Assist the Hall Director in new staff transitions
- Participate in 5 office hours a week in respective building
- Assist the Hall Director in the supervision of the community's desk attendants
- Coordinate staff responsibilities for health and safety inspections, evacuation and sheltering drills, and emergency communications
- Organize and facilitate the Resident Advisor duty schedule
- Manage staff completion of training requirements
- Facilitate the planning and implementation of the All-Hall Program
- Facilitate the planning and implementation of the residence hall Weekend Program
- Serve as a co-advisor to the Hall Council and related social programming
- Serve on a minimum of one departmental committee
- Assist with recruitment and selection of student staff
- Assist with the room selection process
- Participate in the development and implementation of select staff trainings

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### *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 2019 and January 2020
  - Completion of all employment information and requirements
- SRAs will return for training in early August 2019 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 April 1, 2019
- Inability to meet these requirements may lead to the SRA offer being rescinded.

### **FINANCIAL ASSISTANCE AGREEMENTS MAY AFFECT FINANCIAL AID AWARD:**

The federal government requires the University to monitor all the resources available to a student who receives federal financial aid. If you have applied for or are receiving a Perkins Student Loan, Supplemental Grant, Work-Study job, or a Stafford Loan, those sources of aid may be affected if you become a resident advisor. Aid applicants should check with the Financial Aid Office before accepting a resident advisor position, or any other part-time job to determine what financial aid adjustment, if any, might be necessary.

### **How to Apply:**

Applications should be submitted electronically using the MyHousing Portal. Questions or concerns should be forwarded to the Office of Residence Life:

Schwartz Hall, Room 105 / 320 Fitch Street  
New Haven, CT 06515  
P: (203) 392-5870 / F: (203) 392-5867