

# **RESIDENT ADVISOR**

## **JOB DESCRIPTION**

### **PREFACE**

The Resident Advisor (RA) position at UNCP serves three vital functions. First and foremost, the RA serves as the initial point of contact between the residents and the Housing Office. As such, the attitudes of residents towards the university are often influenced by the conduct of the RA. Secondly, the RA provides the residents with someone that they can turn to in times of stress and crisis. In this regard, the RA will work closely with the Counseling and Testing Center to identify those students which may be at risk (i.e. social isolates, etc.). Thirdly, the RA is expected to lead by example and enforce the Code of Conduct established by the University, and serve as a role model.

### **EMPLOYMENT PROVISIONS AND EXPECTATIONS**

- Resident Advisors are compensated for their employment by a semester stipend of a minimum of \$1550 and a single room (when space is available) at the double room rate.
- Resident Advisors must maintain a cumulative grade point average of 2.2 and a semester GPA of 2.2. Resident Advisors whose cumulative GPA drops below a 2.2 and semester GPA below 2.2 will have one semester to raise their GPA back to the standard.
- Resident Advisors must remain in good social standing. Violations of residence hall or University policies may result in termination of employment.
- Performance of the responsibilities of the RA position should take precedence over other activities, except attendance at scheduled classes and required academic functions.
- Resident Advisors must reside full time in the room to which they are assigned.
- Prior to the end of each semester, the performance of a Resident Advisor will be evaluated by the Hall Supervisor.
- Upon resignation or termination, the former Resident Advisor will be reassigned to reside in another floor, suite or building.

### **MINIMUM REQUIREMENTS**

- Meet all requirements for residing on campus and be a current or past resident in a UNCP residence hall for one complete semester or two semesters as a Resident Advisor at a similar size or larger institution
- Be in good academic and social standing with the university
- Have a 2.2 cumulative GPA and a semester GPA of 2.2
- Be a 2<sup>nd</sup> semester Freshman, Sophomore, Junior or Senior
- Have leadership and/or counseling experience with students or youth groups

## **RESIDENT ADVISOR Duties and Responsibilities**

- Fundamental responsibilities include the concept of the role model, by being exemplary in levels of maturity, judgment, conduct and scholarship.
- Return to the campus approximately one week prior to the opening of the halls to participate in a training program and to be available for training for first-year and transfer orientation. Assist in the opening and closing of residence halls at vacation periods and at the beginning and end of each semester. Remain on campus until residence halls/apartments close and are vacated by residents. Assist in supervision of the residence hall during the scheduled hours and other times to fulfill employment.
- Work schedule hours which typically include 3 to 4 nights per week including a rotating weekend schedule to be determined by the number of staff members for the facility. Schedule may be changed or modified at the discretion of the hall supervisor.
- Monitor front desk operations and working the front desk in the event that receptionist/desk clerks are not available.
- Be available and visible throughout the day during scheduled duty hours with the exception of class, breakfast, lunch and dinner.
- When scheduled to work, return to your respective residence hall by 8pm for the night. RAs should plan to spend the majority of nights in the facility where they are assigned.
- Perform walk-throughs of the building frequently throughout the day and once every hour beginning at 8:00pm on duty nights to identify maintenance concerns or problematic situations.
- Be thoroughly familiar with all university and residence hall regulations and make sure that the rights of students are protected and not abused by others.
- Know all residents in your residence hall area, making a special effort to know something about each as an individual. Learn strengths and weaknesses of students in hall. Assist with problem solving, crisis-intervention and counseling in the hall.
- Assist the Hall Supervisor in implementing educational and social programs. Plan and implement a minimum of (6) per semester working with other Residence Life Staff in your area. Design and implement monthly bulletin boards and other passive programming concepts.
- Encourage residents to discuss their concerns and within the limits of your competence, counsel and advise them. Be familiar with the various counseling and resource services on campus. Encourage community involvement and sharing of ideas and talents.
- Respond to emergencies as they arise in the facility according to designated procedures.
- Disseminate designated materials, information and policies to students. Distribute, collect and return applicable paperwork in accordance with established deadlines.
- Other duties as assigned.