



# Resident Assistant Job Description

## Thurgood Marshall College Residential Life

Position title: Resident Assistant

Responsible to: Associate Dean of Student Affairs/Director of Residence Life and Assistant Director of Residence Life; Day-to-day supervision by the Assistant Director of Residence Life.

### *overview of resident assistant position:*

As a staff member and student leader of Thurgood Marshall College, the Resident Assistant has the responsibility to foster a welcoming, safe and inclusive community. Your leadership will inspire student involvement, encourage student development and identity awareness by providing educational, cultural and social awareness activities. Our goal is empower students to facilitate roommate communication and confidently navigate through conflict. All Resident Assistants are University of California, San Diego undergraduate students with a minimum of one academic year experience at UCSD and have demonstrated experience living in a group setting.

We, at Marshall Residential Life, will challenge you to get to **know yourself**, be able to **check yourself**, ultimately so you have the confidence to **be yourself!**

### *skill sets and attributes* (potential for or desire to learn):

- Emotional maturity necessary to cope with day-to-day decisions involved in maintaining healthy living conditions within the building.
- Working knowledge of all aspects of the University of California, San Diego and Marshall College's resources, which will allow appropriate mediation, assistance, and referrals for students.
- Willingness to continually accept new challenges and personal growth opportunities, while being open to new points of view.
- Commitment for own personal growth and identity development, ability to budget personal time for study, work and relaxation and manage their own stress inducing situations.
- Sensitivity for others as individuals, as a personal and professional commitment.
- Knowledgeable about, willing to enforce, and personally abide by UCSD's Student Conduct Code and Housing Rules, Regulation, and Policies (i.e. alcohol policy, noise policy, etc.).
  - Ability to incorporate TMC's social justice philosophies into programming efforts and community building opportunities. Ability to live Res Life's know.check.be philosophy. <http://marshall.ucsd.edu/res-life/mission.html>
- Must have at least a 2.5 cumulative and term GPA to apply.

### *compensation:*

Resident Assistants expectations and duties are compensated in the following ways:

1. a single room free of charge during the period the of work agreement and all amenities within including furniture, electricity, water, cable, and internet connectivity.
2. a dining plan equivalent to that of an undergraduate single housing resident.
3. a Triton Plus account issued quarterly.

Important note: Please be aware that compensation in the form of housing remuneration for the RA position may affect student financial aid awards. Please consult with a financial aid advisor to learn if and how this compensation may impact your specific financial aid award.

## *description of job responsibilities:* \_\_\_\_\_

### *1. programming: community development & wellness*

- Know each resident in one's building(s) by name. Make an effort to establish an interactive relationship with each resident in one's living area.
- Conduct building meetings to discuss community expectations and other pertinent information, promote communication between residents of the community and to solicit input from members of one's living area in relation to expectations for living in the community.
- Work with residents towards creating well balanced lives for themselves through programming, individual communications, and community initiatives.
- Be available to assist, counsel, and socialize with residents (*this requires spending a significant amount of time in one's community*) and make appropriate referrals to campus resources when necessary.
- Encourage resident participation in TMC student orgs and other opportunities for leadership and involvement. Advise and assist residents with planning programs and activities. Support peer RAs and activities by attending programs and meetings on a regular basis.
- Work with and educate residents to create an environment that respects the rights and privacy of others, promotes consideration of individual needs in the community, and cultivates a sense of responsibility for the community.
- Develop a community that strives to understand, respect, explore and celebrate diversity in accordance with UCSD's Principles of Community and TMC's social justice philosophies.
- Actively reach out to residents by offering programs that promote academic success, social interaction and the development of interpersonal skills among residents. Encourage residents to take risks, challenge assumptions, and engage in reflective critical thinking.
- Participate with the planning and implementation of the quarterly programming model and minimum requirements including large scale, area wide and passive programming. Complete minimum required programs.
- Plan building activities each quarter according to specific programming requirements which are issued and discussed quarterly.
- Create monthly building newsletters.
- Promote and attend RA and Marshall College programming functions as appropriate.
- Work on various Residential Life committees and Marshall College student organizations as assigned.
- Participate in/attend the Finals Week events (Study Breaks) each quarter.

### *2. peer support & counseling:*

- Demonstrate active listening skills and reflect a genuine attitude of caring for others, including fellow RA staff team.
- Be aware of and able to recognize and respond to residents in need of personal, academic, psychological needs; provide appropriate referrals to University resources.
- Provide appropriate consultation and referral when necessary, while maintaining student confidentiality.
- Conduct Roommate Contract meetings with each suite/apartment within the first three weeks of each quarter. RAs must facilitate modified contract meetings in the event of a new student moving into a room throughout the academic year.
- Assist residents in interpersonal conflict resolution, which may include mediating disputes between individuals or groups. (Refer staff conflicts to Assistant Director of Residence Life and Mentor Resident Assistant)
- Maintain follow-up on all referral cases with supervisor as needed and via weekly reports or one on one meetings.
- Maintain confidentiality regarding staff and resident matters, including incident documentation, mental health issues, and disciplinary status of residents.
- RAs must be familiar with, adhere to, and actively support the UCSD's Principles of Community.

### *3. staff team communication & participation:*

- Attend all mandatory staff meetings, one-on-one meetings, training sessions, in-services, and other meetings as directed by one's Assistant Director of Residence Life and the Associate Dean of Student Affairs/Director of Residence Life.
- Weekly staff development meetings are **required and set for every Tuesday's 5:00 pm-7:30 pm** (please note the time is different from other residential areas!)
- Serve as a responsible member of an area staff and maintain open communication with fellow staff members. Work as a team player and maintain a supportive and positive attitude.
- Report to the Assistant Director of Residence Life responsible for one's area. Communicate real and potential concerns related to one's community on a regular basis. (The communication link between RA and ARD is critical to maintaining a healthy and safe environment for the residents).
- Demonstrate an understanding of potential influences of one's behavior as a RA, both on and off campus, on fellow residents, staff members, and the University as a whole.
- As needed, assist in the recruitment, selection and training of new Residential Life Staff members.
- Attend all Fall and Winter training sessions. (Fall training begins at the end of August and continues daily until move-in day in mid-Sept. (Few exceptions, besides medical emergencies, are made for missing training sessions.)
- Assist with the opening, closing, check in and check outs of the residence halls and the resident apartments.
- Serve as a representative of Thurgood Marshall College. This responsibility includes being accountable for one's actions, displaying attitudes and behaviors that support the College's philosophies and department's goals and the UC San Diego as a whole while maintaining good working relationships with other departmental employees.
- As a university employee Resident Assistants will be collaborating, training, and consulting with other Residence Life staff members from all residential areas at UCSD.

### *4. setting limits & safe community:*

- Educate residents regarding Housing and University policies and procedures, and uphold these policies and procedures fairly and consistently.
- Encourage residents to be responsible for their own behavior, and for the community, by serving as a positive role model.
- Respond to and document student behavior that violates UCSD Student Conduct code and Marshall College Policies and procedures and principles of community or results in damage to the living area, and/or endangers the health and safety of others.
- Maintain professional, mature and positive rapport as well as a respectful attitude with residents while addressing policy violations. Need to have the ability to separate addressing residents' involvement in policy violations from general interactions with residents, and not take resident behavior personally.
- RAs must encourage students to maintain the cleanliness of community living areas: bathrooms, lounges, courtyards, balconies, trash and recycling areas. Maintain a positive communication flow with custodial staff.
- Duty responsibilities include: evening desk hours, responding to lock outs, conducting rounds with an RSO, carrying duty phone, reporting/addressing any safety concerns (e.g. lights out, door problems, etc), documenting any policy violations, keeping a detailed duty log, and keeping in contact with the RSO and Professional staff on duty. RAs may not leave the Marshall College grounds while on duty.
- Write timely incident reports and/or enter information into database, including all factual information.
- RAs who are under the age of 21 must not possess, consume or provide alcohol to other students.
- RAs must not possess, use or provide other students with illegal drugs.
- RAs, regardless of age, may not drink alcohol while on duty or immediately prior to being on duty.
- RAs may not be in the presence of any residents if they are violating policies (even if not participating).

### *5. emergencies and disasters*

- Emergencies are unanticipated. RAs are expected to develop an awareness of a potential crisis situation, respond to and spend the necessary time needed to resolve a situation.

- ❑ RAs must be 100% available during all “on duty” hours and must immediately report emergency situations (on or off duty) to the on-duty Professional staff (Associate Dean of Student Affairs/Director of Residence Life or Assistant Director of Residence Life)
- ❑ In case of fire (alarms), earthquakes or other disasters, RAs must evacuate their residential area according to the evacuation map, remain on-site and assist University personnel during the emergency.
- ❑ Must fill out necessary incident reports and/or enter information into the Advocate or designated judicial database.

## 6. *administrative responsibilities:*

- ❑ Be knowledgeable of and accountable to all information included in the RA manual and Marshall College Handbook and UCSD's code of conduct.
- ❑ Report maintenance, custodial, and other facility-related concerns using appropriate reporting guidelines.
- ❑ Support office staff with the administration of check-ins, checkouts, room inventory, room changes, evaluations, surveys, etc.
- ❑ Keep resident students' addresses and telephone numbers updated.
- ❑ Must **actively use** your ucsd.edu e-mail account and will be expected to check it on a daily basis, and respond when necessary. Must use ucsd.edu email address for all work related correspondence.
- ❑ Must maintain an appropriate messaging accounts for use as a Resident Assistant and with access to all residents within your assigned area.
- ❑ RAs have mailboxes in the Marshall Residential Life office and will be expected to check their box on a daily basis and post flyers or share information with residents.
- ❑ Maintain accountability for assigned keys, and other staff supplies.
- ❑ While on duty with key ring, keys must remain in your possession at all times.
- ❑ Must accurately complete administrative tasks on a regular basis. Paperwork is expected to be timely and organized. This includes: required program planning and evaluation forms, reimbursement requests, maintenance requests, incident reports, weekly RA reports, etc.
- ❑ If RAs chooses to use a personal cell phone to communicate with their residents and staff team, the outgoing voicemail message should be professional and identify one as a RA.

## 7. *time commitment*

*As part of the RA responsibilities, the RA is expected to devote a significant amount of time to the position. The following lists expectations of the time commitment associated with the RA job:*

- ❑ RAs visibility and participation in the residential area is of the utmost importance. During one's employment, RAs may not enroll or participate in any program that requires a significant time commitment away from the halls.
- ❑ Outside employment, excluding academic commitments, which do not prevent the RA from fulfilling any of the terms of employment, should not exceed 10 hours a week. RAs must obtain prior approval from their Assistant Director of Residence Life before participating in outside employment and activities and demonstrate a plan of action that ensures balance and academic success. (see RA amendments for specifics.)
- ❑ **RAs may not have other commitments on Tuesday's 5:00 pm-7:30 pm in order to attend weekly staff meetings.**
- ❑ RAs are an integral part of the emergency response operations and are expected to respond to emergencies. The RA room is provided as a resource to the position thus RAs are expected to regularly spend the night in their provided room and maintain the space suitable for resident guests.
- ❑ RAs will occasionally be assigned other duties and obligations as directed by Professional staff.
- ❑ Resident Assistant contracts are for the Fall, Winter, & Spring academic year. The RA contract begins with Fall training and ends when checkout responsibilities are completed.
- ❑ RAs have responsibilities which must be completed at the beginning and ending of each university break period, and will need to plan vacation time accordingly.

## 8. *placement and other duties*

- Other relevant duties may be assigned by the Associate Dean of Student Affairs/Director of Residence Life and Assistant Director of Residence Life.
- An RA may be assigned, or re-assigned, to a residential area at the Associate Dean of Student Affairs/Director of Residence Life's discretion (rare).
- The RA position contract is for one (1) academic year. Continued employment as an RA is contingent upon satisfactory evaluations by the Residential Life Staff and as part of the selection process for the following year. Supervisor's recommendations will be based upon the satisfactory performance of RA duties and the assumption of responsibilities by each RA, as indicated in part by direct feedback from students and colleagues. All persons presently holding the position must re-apply if employment is desired for the following academic year.