POSITION DESCRIPTION
Residence Life and Student Engagement

POSITION TITLE
Resident Assistant

SUPERVISOR’S TITLE
Area Coordinator

DESCRIPTION
As the architect of the residential community, the primary responsibility of a Resident Assistant (RA) in the Department of Residential Life and Student Activities is to develop a safe and inclusive community within the residence hall by helping community members create their individual roles within the larger community. Serving as an RA is an honor and a distinction. RAs assume a leadership role in the residence halls and on campus and act as a role model for all Champlain College students. The RA position requires initiative, professionalism, confidence, flexibility, enthusiasm, and commitment, as well as strong administrative and communication skills. RAs are responsible for shaping an academically-focused environment that supports student development through educational and social programming, and for managing critical administrative tasks, including room changes. As academic role models, RAs must maintain a GPA of 2.5; if an RA’s GPA falls below 2.5 or if conduct falls below the expectations of the position, one may be relieved of duties and all benefits related to the position. Additionally, RAs are responsible for responding to student issues and referring students in need of assistance to the appropriate campus resources.

The RA position is a paraprofessional job (requiring a minimum of 20 hours of work per week) with a high level of responsibility. RAs are assigned to a room in a campus residence hall by the Department of Residential Life. While duty schedules may differ at different residential sites, each RA is generally responsible for being on duty in the residence hall for 50% of the nights each month. Each residence hall must be covered by a staff member every night. The duty schedule will be created in cooperation with the Area Coordinator and there may be some flexibility in the duty schedule from week to week. “On duty” means that the RA is present in the residence hall beginning at 9:00pm and ending at 7:00am. It is expected that RAs will be awake and available to building residents from 9:00pm-1:00am. RAs must be present in the building until 7:00am when on duty. Staff consumption of controlled substances is prohibited during duty hours. It is an expectation of this position that you will enforce and role model all Champlain College policies as outlined in the student handbook. This includes possession and/or consumption of alcoholic beverages or substances with psychoactive properties on campus.

RAs are expected to arrive on campus no later than Wednesday, August 16th 2017 and must remain on campus through Sunday, May 13th 2018.

The areas of responsibilities listed below are representative of the major expectations of each RA. Additionally, all RAs are expected to adhere to the policies as stated in the Standard of Conduct and the College Catalog. All RAs will be considered to be on probation until mid semester. A performance assessment will take place midway through the first semester. RAs will be invited to continue, given an opportunity to improve performance, or if minimum expectations are not being met, the RA’s contract may be terminated. Additionally, there is a comprehensive midyear performance review.
Specific Duties

**STUDENT DEVELOPMENT**
- Develop positive interpersonal relationships with residents.
- Actively engage with students for the entire academic year.
- Meet and welcome residents and families as they arrive.
- Facilitate community meetings and functions.
- Support and foster an inclusive environment by respecting the individual differences of all community members and holding others to this standard by confronting residents displaying behavior that is disrespectful towards others or the community.
- Demonstrate personal investment for community development through anticipating individual student needs and taking appropriate action to meet those needs.
- Assist roommates and suite/apartment mates by helping to mediate conflicts if they arise.
- Complete living agreements with all residents.

**COMMUNITY INTERACTION**
- Maintain approachability and availability to residents during duty hours.
- Create door nametags for all residents, including residents who move into the community mid-year. Door tags are due: Thursday, August 24th; Sunday, October 15th; Saturday, January 13th; Friday, March 9th.
  - Please submit a picture of your door tags via Wufoo.
- Hold opening hall meetings to introduce yourself to your residents and your residents to each other.
- Hold regular hall meetings at least monthly.
- Facilitate community standards conversations.
- Assess personal and community interests and needs that are supportive of community development and individual development.
- Be equitable and just in the performance of your duties to affirm the dignity and respect that is due each community member.
- Work collaboratively with other offices on campus to meet the interests and needs of your residents.
- Maintain an educationally focused physical environment and create a welcoming atmosphere in your hall through creative bulletin boards, posters, door hangers, etc.

**PROGRAMMING**
- Plan, implement, and evaluate one community builder, one educational/theme, and one engagement program (per building) along with one informative bulletin board for hall residents each month.
- Plan and implement your buildings first community builder activity with your co(s) by Sunday, September 10th.
- Deliver a variety of programs that address each area of the Champlain College Resident Assistant programming model.
- Discuss program plans with direct supervisor and get approval for program costs.
- Work collaboratively with RA “team” to plan one “team event” per semester.
- Identify opportunities to collaborate with on and off campus resources to fulfill programming requirements.
- Identify programs and activities outside of the residence hall and accompany residents to the events (engagement).
- Track programming expenses and identify opportunities for free programs.
• Bulletin boards are due the 1st of each month by 11:59PM.
  o Please take a picture and submit through Wufoo.
• Program proposals must be submitted minimally 3-5 days in advance of program for supervisor's approval.
• All residents that attend an educational program must complete a short 3-minute survey assessing the effectiveness of the program. (Not to be confused with RA program evaluation on canvas).

COMMUNITY STANDARDS & CRISIS RESPONSE
• Role model appropriate behavior as described in the College Catalog.
• Inform residents about College policies.
• Complete regular rounds in the residence hall and address any issues that may arise.
• Be fair, consistent, and equitable in responding to residents’ concerns and when enforcing policies.
• Maintain confidentiality with regards to policy violations and student behavioral concerns.
• Keep your direct supervisor informed of any issues of concern related to crisis or behavior in your building.
• Implement the emergency protocol in any crisis and notify appropriate college staff.
• Implement the College policies as they are described in the College Catalog.
• Document any incident or questionable behavior on an Incident Report form and submit to direct supervisor within 12 hours of the incident.
• Implement quiet hours and the guest policy as outlined in the College Catalog.
• Conduct a final walkthrough of the residence hall at 12:00am each duty night (weekdays), and 1:00am (weekends).
• Immediately report security-related maintenance issues (i.e. broken door lock, health hazards) to Campus Public Safety and the Area Coordinator On Call.

ADMINISTRATIVE RESPONSIBILITIES
• Conduct walkthrough of the building at the beginning of the year and submit work requests for maintenance issues before residents arrive.
• Execute all opening and closing procedures in a timely manner including the following: by room check in sheets at the beginning of each semester and closing inspection sheets at the end of each semester.
• Submit work requests throughout the year using the “School Dude” system.
• Document incidents where damage has occurred on an Incident Report form.
• Submit duty log nightly.
• Submit weekly reports.
• Complete and submit all programming proposals/evaluations, duty logs and weekly reports on time.
• Respond to emails and voicemails from administrators promptly and professionally.
• Conduct final walkthrough of building with supervisor at the end of the year to document damages.
• Refer questions from families to the appropriate College staff member.
• Make sure all residents have completed their living agreements.
• Complete By-Room verification forms at the beginning of each semester.
STAFF COLLABORATION

- Attend all staff meetings and trainings.
- Attend all one-on-one meetings with direct supervisor.
- Attend all six leadership development sessions.
  - Fall Leadership Development:
    - Wednesday, Sept 20th 8:30-10
    - Wednesday, Oct 18th 8:30-10
    - Wednesday, Nov 15th 8:30-10
  - Spring Leadership Development:
    - Wednesday, Feb 21st 8:30-10
    - Wednesday, March 21st 8:30-10
    - Wednesday, April 18th 8:30-10

- Become familiar with all student services that are available at the College and refer students who may need these services.
- Assist with the annual housing selection process.
- Assist with the annual Recruitment and Selection process.

Perform other duties as assigned.