Resident Assistant Position Description

Resident Assistants (RAs) are key student leaders within the Office of Residential Education who help advance the vision and mission of the Division of Student Affairs in the areas of artistic and intellectual curiosity, personal wellbeing, professional competency, leadership development, and engagement in and contribution to the larger community. RAs must have a commitment to the enhancement of the quality of residential life at Carnegie Mellon and a strong belief in the potential the residential experience has to affect students and to complement their academic experience. RAs are ultimately responsible for:

- Fostering opportunities for residents to explore and achieve their optimal social, physical, spiritual, and emotional health and well-being.
- Providing support to residents around personal and academic issues.
- Providing access to programs and resources that facilitate professional skill development and encourage career exploration.
- Developing supportive relationships with individual residents and creating strong floor and house communities.
- Educating residents about campus wide programs, resources and opportunities.
- Educating residents about and enforcing community standards and university policies.
- Assisting with the implementation of a residential curriculum.

The responsibilities of the Resident Assistant are carried out under the supervision of a Housefellow and a Community Advisor. The RA job is divided into five roles: Educator, Peer Advisor, Community Role Model, Emergency Responder, and Administrator. The RA training, in-service programs and the RA’s supervisor will assist the RA in successfully understanding and fulfilling each of these roles:

**Educator**

RAs create, plan, and implement a comprehensive slate of social and educational programs and activities for their floors and house communities. RAs serve as educators by providing experiences and information that develop skills for healthy living, academic success, and personal wellbeing. RAs also create opportunities in the house for discussion, facilitating dialogue on diverse ideas, experiences and opinions. RAs serve to connect their residents to a wide array of cultural and community events both on campus and in Pittsburgh.

**Peer Advisor**

RAs provide support to their residents around personal and academic issues. In their role as peer advisors, RAs also serve as mediators, helping students resolve roommate conflicts and personal disputes. Although Resident Assistants serve as peer advisors, they are not expected to handle serious counseling situations alone; in such cases, RAs work with Housefellows, Counseling and Psychological Services (CAPS) or others to get their residents connected with the professional resources available on campus.

**Community Role Model**

RAs must be conversant with Carnegie Mellon community standards and policies, role model these policies, educate others about these policies, and confront and enforce any violations. RAs also serve as role models in a broader sense, by being an example of students who are involved on campus and living well-balanced lives.
**Emergency Responder**

RAs provide direct response to emergency situations which may arise in the house community. In many emergency situations, the RA’s role is to seek immediate assistance from Campus Police and the Housefellow on duty, as well as offer support for the individuals involved in the situation.

**Administrator**

RAs are required to assist with administrative and housing procedures such as the opening and closing of the residence halls. RAs also participate in weekly staff meetings and supervisory meetings, complete forms and reports, maintain floor bulletin boards, and carry out a rotational duty schedule.

**Minimum Expectations**

**Enrollment and QPA:**

RAs must be enrolled full-time undergraduate or graduate students. Resident Assistants are required to maintain a quality point average of 2.25 or higher. Candidates must have a 2.25 semester and cumulative QPA to be hired for an RA positions. Candidates with a QPA below 2.25 can interview for the RA position and, if qualified, can be considered as a position alternate, but cannot be hired until their QPA is above a 2.25 for both the last semester and Cumulative QPA. If, at any point after being hired, your most recent semester or cumulative average falls below a 2.25, your employment status will be reviewed by your Housefellow. In most cases, a probationary period will occur and if marked improvement is not seen at the end of that period, dismissal will be considered. Resident Assistants must be enrolled undergraduate or graduate students.

**Time Commitments:**

RAs will be expected to work a minimum of 20 hours per week during the 2018-19 academic year. As such, prior approval is needed before engaging in additional employment, a course load in excess of 55 units, or any significant outside activity. In the RA application, RAs will need to share all anticipated commitments for the 2018-2019 academic year. Any changes to the anticipated commitments needed to be shared with the RA supervisor.

**Attendance:**

RAs will be expected to participate in pre-service training during the Spring 2018 semester (as determined by the Housefellow). For the 2018-19 academic year, RAs will begin their employment as early as August 10, 2018 (as determined by the Housefellow), at the start of a mandatory training period. RAs are expected to participate fully in the first-year student orientation program and in training opportunities throughout the year. RAs are expected to participate fully in all house opening and closing activities each semester, including the final closing.

**Room Assignment:**

RAs are assigned to a designated staff accommodation and as such must maintain a Housing License Agreement with Housing Services.
Qualifications

Successful candidates for the RA position should possess the following competencies and characteristics:

- ability to embody, articulate and foster the core Student Affairs developmental outcomes of artistic and intellectual curiosity, personal wellbeing, professional competency, leadership development, and engagement in and contribution to the larger community;
- ability to communicate effectively in group and individual settings;
- ability to mentor and lead others;
- effective project planning and management skills;
- a strong work ethic;
- appreciation for the importance of diversity and inclusivity in community life;
- ability to serve as a role model for others, particularly through personal behaviors that reflect a commitment to the values of integrity and compassion;
- ability to orchestrate administrative processes in a timely and thorough manner;
- ability to manage multiple commitments and an active schedule; and
- a strong desire to leverage the potential of the residential house setting toward creating experiences with profound impact on students and the communities within which they live and work.

Compensation

The residential staff compensation rates for next year are currently under review.