

CARNEGIE MELLON UNIVERSITY

RESIDENT ASSISTANT POSITION DESCRIPTION 2021-2022

SUMMARY

Resident Assistants (RAs) at Carnegie Mellon University are undergraduate, paraprofessional student employees within the Office of Residential Education. RAs work to advance the educational priority and learning goals of the residential curriculum and the mission, vision, and values of the Division of Student Affairs. RAs provide a high level of personal support to students living in campus house communities through relationship and community building. RAs must demonstrate a sincere commitment to upholding the values and standards of Carnegie Mellon University, enhancing the residential experience, and the creation of a socially just campus.

THE RESIDENTIAL CURRICULUM

The Residential Curriculum is a significant part of the residential experience at Carnegie Mellon. This initiative engages students in learning within their house community through a variety of strategies and educational opportunities. The aim of this curriculum is fulfillment of the educational priority which states: *“Students living in our house communities will prepare for transformative global citizenship by cultivating an empathetic worldview and developing a clearer sense of self.”*

Resident Assistants work with Community Advisors and Housefellows to accomplish this priority by centering their work on learning goals that focus on well-being, cultural competency, and social responsibility.

QUALIFICATIONS

In order to be considered for and retain the Resident Assistant position a student must meet the following minimum requirements:

Enrollment: Resident Assistants must maintain full-time enrollment as an undergraduate student at Carnegie Mellon University. Resident Assistants may not register for a course overload without prior approval from their Housefellow.

Residency: As a Resident Assistant, you will be assigned to a designated staff accommodation. Room rates vary by assignment and you are responsible for all costs associated with your assignment. As a Resident Assistant assigned to a designated staff accommodation, you and your roommates (if applicable) will be unable to retain your space the following year. Neither you nor your roommates will be granted room draw priority. You must sign your housing license agreement by dates announced by Housing Services. If you resign or are released from your position, you will be required to relinquish your room. **Termination or resignation from the position does not release Resident Assistants from the terms and conditions of the Housing License Agreement.**

Academic Standing: Resident Assistants must achieve and maintain a 2.25 cumulative quality point average (QPA) or higher. Students must achieve 2.25 cumulative QPA as well as a 2.25 semester QPA prior to their initial semester of hire. If an RA’s most recent semester or cumulative QPA drops below 2.25, their employment status will be reviewed by their Housefellow. This review may result in employment action which may include probation or dismissal from the position.

Student Conduct Status: Resident Assistants must be in and maintain good disciplinary standing with Carnegie Mellon University through the term of their employment with the Office of Residential Education. A records check is completed during the selection process.

Selection Process: Resident Assistants must complete the Resident Assistant Selection process or an alternative hiring process as deemed appropriate by the Office of Residential Education.

Term Limitations: Resident Assistants may serve in the role for no more than three full academic years. Candidates appointed mid-year may serve an additional semester in the resident assistant position. Applications submitted by candidates for the position who do not meet this requirement will not be considered.

Continuing in the RA Role: Continuation in the RA role is contingent on satisfactory performance as determined by the Office of Residential Education.

ROLE CLARIFICATION

As student leaders within the residential and broader campus community Resident Assistants will embody the following roles:

Educator: *Resident Assistants are catalysts for student learning and development. Effective Educators demonstrate the ability to:*

- Develop residential programs and strategies that support the residential curriculum;
- Facilitate individual and community dialogue around local, national, and global issues that allow students to formulate and express diverse points of view;
- Connect residents to a wide array of events on Carnegie Mellon University's campus and in the greater Pittsburgh community;
- Engage in continuous educational opportunities relevant to their own development as resident assistants.

University Citizen: *Resident Assistants advance the values and model the expectations of Carnegie Mellon University. Effective University Citizens demonstrate the ability to:*

- Uphold and confront violations of the university's standards and policies by appropriately regulating self-conduct and educating students about the expectations of the community;
- Model a healthy balance between the role of campus leader and scholar;
- Participate in campus events, organizations, and leadership opportunities outside of the residential experience;
- Engage individuals and groups challenging conversations related directly to issues that may impact the house community.

Peer Advisor & Support: *Resident Assistants provide a high level of academic and personal support to residential students within their community. Effective Peer Advisor and Supports demonstrate the ability to:*

- Provide a high level of personal support to residents through proactive engagement and responsive action to individual and community issues;
- Work in consultation with the Housefellow and Community Advisor to make appropriate referrals to any and all available campus resources based on unique issues presented by individual students;
- Resolve conflict and disputes between individuals within their residential community;
- Respond appropriately to emergency situations in consultation with relevant stakeholders, including, but not limited to, Housefellow On-Call, University Police, Counseling and Psychological Services, University Health Services, Facilities Management Services, Housing Services, etc.

Administrator: *Resident Assistants are responsible for timely and thorough completion of administrative tasks that support the residential experience of students living within their communities. Effective Administrators demonstrate the ability to:*

- Regularly communicate with residents about house, campus, and community learning opportunities;
- Attend weekly staff and one to one meetings, serve as RA on duty, and respond to communication from students, staff members, and supervisors in a timely manner;
- Complete applicable tasks in preparation for implementation of strategies for the residential curriculum, including, but not limited to, housing forms, bulletin boards, program promotion, and financial documentation when necessary.

RESPONSIBILITIES & EXPECTATIONS

Training & Development: Resident Assistants are expected to attend all training as directed by the Office of Residential Education. This includes, but is not limited to the following:

- Spring Training for New Resident Assistants (Dates TBD)
 - : Foundation 1: Intro to the RA Position & ResEd Culture
 - : Foundation 2: Residential Learning & Community Building
 - : Foundation 3: Cultural Competence
- Spring Training for Returning Resident Assistants (Dates TBD)
 - : Advanced 1: Peer Learning & Support as a Returning RA
 - : Advanced 2: Summer Collaborations & Fall Training Preparation
- Summer Staff Development (facilitated remotely throughout the summer);
- Residential Education Fall Training (Dates TBD);
- Winter Rejuvenation (Dates TBD);
- Resident Assistant Development (continuous throughout the academic year).

Time Commitments: Resident Assistants are expected to work on average 20 hours per week. Resident Assistants are expected to attend and engage in the following on a regular basis:

- Weekly one to one meeting with a supervisor;
- Weekly House Staff meeting;
- Regular evening duty;
- Programmatic facilitation and development;
- Consistent presence within their house community.

Department Wide Initiatives & Partnerships: Resident Assistants are expected to be present and actively participate in a range of house based, departmental, and university wide events. These include, but are not limited to the following:

- First year and upperclass student move-in;
- First year Orientation;
- Parent and Family Weekend house community events;
- Winter break closing and end of the year move-out;
- End of the year commencement ceremony.

Additional Employment: Resident Assistants may not pursue additional employment opportunities without prior approval from their Housefellow.

Remuneration: Remuneration for Academic Year 2021-2022 is currently under review.

Statement of Assurance:

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders. Inquiries concerning the application of and compliance with this statement should be directed to the university ombudsman, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018. Obtain general information about Carnegie Mellon University by calling 412-268-2000.

