

**Shawnee State University**  
**Office of Housing & Residence Life**  
**Resident Assistant Position Description**

The Office of Housing & Residence Life at Shawnee State University seeks to provide an opportunity for residential students to grow academically, socially, and personally. In alignment with the University mission statement, the Office of Housing & Residence Life “recognizes the importance of knowledge, values, and cultural enrichment” through residence hall-centric programming. The office is committed to maximizing the opportunity for student involvement, learning, and success through leadership opportunities, academic support initiatives, and a holistic approach to student development and success.

A Resident Assistant (RA) at Shawnee State University is a student who lives in a University residence hall. The RA serves as a resource to the students in the facilities they oversee while fostering community and forming intentional relationships with their residents. RAs report directly to a supervising Residence Coordinator (RC).

Through serving as a RA, an individual develops strong leadership and interpersonal skills that are transferrable to any career field. The following position description may be altered as deemed necessary by the Office of Housing & Residence Life. Proper notification will be made of any changes. Should a RA violate the minimum qualification listed below, he/she will be placed on probation or may be terminated.

**Minimum Qualifications:**

- Be a full-time SSU student (12 credit hours for undergraduate students; 9 credit hours for graduate students) and not enrolled in any more than 18 credit hours (unless permission has been given by supervising Residence Coordinator).
- Have at least 30 accumulated credit hours or be at least a second year student at SSU. For transfer students, at least one semester at SSU and 30 accumulated credit hours are required.
- Maintain at least a 2.5 semester and cumulative grade point average (GPA). If an RA’s semester GPA falls between a 2.0 and 2.49, he/she will be placed on academic probation for the following semester and must achieve a 2.5 or higher the following semester GPA to return to good academic standing. Any RA who’s semester GPA is between a 2.0-2.49 for two consecutive semesters, or an RA with a semester GPA falling below a 2.0 will be terminated from their RA position in order for them to focus on their academic pursuits, and bring their GPA back to good standing
- RAs must hold their position primary over all other activities with the exception of academic work.
- Be in good conduct and financial standing with the University.
- Forgo all other employment when the University is in session and during training periods. Exceptions will be made for paid positions with Student Government Association and Student Programming Board as well as tutoring, note taking, or other academic-related job opportunities. Appropriate notification and discussion with your supervising RC is required prior to the start of these opportunities. Your supervising RC reserves the right to limit involvements that interfere with job performance.
- Limit executive board positions within student organizations to no more than two positions unless permission is granted by the supervising RC and the Director of Housing & Residence Life.

**Length of Employment:**

The contract duration for all Resident Assistants is early August before the academic year begins through early May after the academic year ends. Report dates for RA training and preparation are announced each year within the selection processes, and will be included on the RA contracts that each RA signs before the end of the prior academic year concludes. RA training and opening responsibilities include all days, evenings, and weekends until classes begin, including active participation and assistance with the Weekend of Welcome. Training is mandatory and all RAs are expected to attend and participate in all sessions. Any University-related conflicts must be discussed, resolved, and approved by the supervising RC prior to the beginning of training.

## **Compensation and Benefits:**

The compensation and benefits for performing RA duties are:

- New RAs – all housing fees covered, meal plan (15 per week), and stipend (\$1550 which is divided and paid bi-weekly over the course of the academic year).
- Returner RAs – all housing fees covered, meal plan (15 per week), and stipend (\$1762 which is divided and paid bi-weekly over the course of the academic year).

## **Standards of Conduct:**

RAs are expected to adhere to all University policies and procedures (Student Conduct Code and Guide to Housing & Residence Life).

**Staff members of legal age** are to role-model responsible use of alcohol if their individual choice is to consume or serve alcohol. Staff members are expected to consistently enforce the campus alcohol policy and to observe all state laws concerning alcohol.

### *Prohibited Activities*

- Providing alcohol to underage persons.
- Attend parties off-campus where underage drinking is occurring.
- Encouraging underage residents to break the State of Ohio laws concerning alcohol (i.e., suggesting to underage students that they drink off-campus, in vehicles, or at local bars).
- Assisting an underage person to violate the state statutes or campus policies concerning alcohol.
- Confiscating any alcohol.
- Disruptive behavior in or around the residence halls or the campus community while under the influence.
- Consuming alcohol (on-campus or off-campus) while on on-call or performing responsibilities essential to the RA position.
- Driving while under the influence of alcohol.

**Staff members who are not of legal age** are expected to comply fully with the laws governing possession and consumption of alcohol within the State of Ohio. As employees of Shawnee State University, there is the expectation that you will exhibit behavior to other students that illustrates compliance with laws and policies governing alcohol. All staff members are expected to consistently enforce the alcohol policies of the campus and the residence hall.

### *Prohibited Activities*

In addition to those listed above:

- Using falsified identification for the purposes of acquiring or consuming alcohol. This also includes an expectation that staff members not present themselves for admittance to a drinking establishment or a place of retail sale for purposes of acquiring or consuming alcohol while not yet of legal drinking age.
- Consuming alcohol at functions of recognized student organizations or being under the influence at University activities/events.
- Requesting that another person provide alcohol to you.
- Being under the influence while on campus.

## **Standards of Social Media/Networking:**

The Office of Housing & Residence Life understands the popularity and usefulness of social media and networking. RAs that choose to use social media are expected to sign and uphold the Internet and Social Media Usage Agreement. **See Internet and Social Media Usage Agreement for more details.**

## **Roles and Responsibilities:**

### **General Responsibilities/Expectations**

- Explain, clarify, enforce, and abide by all University policies and procedures.
- Regularly check the RA Google site for updated deadlines, approved time away requests, on-call schedules, etc.
- Assist in the RA selection process.
- Complete and submit weekly reports as requested while the University is in session.
- Spend no more than two weekends away from campus per month unless otherwise approved by the supervising RC.
- Must receive prior approval from supervising RC if planning to be absent from the RA room overnight.
- RC. Submit time away requests at least 72 hours in advance.
- Meet with supervising RC weekly (new RAs) or bi-weekly (returning RAs) to discuss community issues and job performance, unless otherwise altered by the supervising RC.
- Develop a professional relationship with your building partner(s).
- Ensure that all check-in and check-out procedures (Room Condition Reports) for residents are completed.
- Remain in the residence halls during official closing periods until dismissed by the supervising RC.
- At any given time, your apartment may be used as a tour room for admission events (open houses, weekly tours, etc.).

### **On-Call**

- Serve on an on-call rotation, which includes serving as the MyRA Operator. Weekday on-call coverage begins at 4:50 p.m. and ends at 8 a.m. the following morning with two rounds conducted that evening. Weekend on-call coverage begins at 4:50 p.m. on Friday and ends at 8 a.m. on Monday with three rounds being conducted on Friday and Saturday, and two rounds being conducted on Sunday.
- Responsibility for all assigned keys and usage of them only as outlined in the RA Manual. The loss or misuse of these keys may result in termination and/or restitution. Keys may never be given out to a non-HRL staff member.
- Return on-call binder, MyRA phone and charger, and master keys by 9 a.m. the morning following on-call coverage, unless approval has been given by the on-call RC.
- Follow a specific route throughout campus that passes by each residence hall while completing rounds.
- Arrive on time at the specified meeting place and time to begin rounds with on-call team.
- Deliver letters to students on behalf of University administrators.
- Serve in an on-call rotation for one weekday night (M, T, W, R) every other week.
- Serve in an on-call rotation for weekend coverage as established by the Office of Housing & Residence Life.
- Ensure that all rounds are completed in a comprehensive manner, which means all on-call RAs are ensuring the health and safety of all student residents and their guests (if applicable) throughout campus while enforcing University policies and the policies of Housing & Residence Life if residents are found to be in violation.
- Ensure that all Duty Switch Requests are submitted with at least 72 hours advanced notice and approved by the RC staff. Emergency situations that require a last minute duty switch request should be addressed with the on-call RC.

### **Resident Safety and Wellness**

- Ensure a safe living and learning environment by making accurate and appropriate decisions.
- Cooperate with other University functional areas to ensure proper safety procedures within the residence halls.
- Complete and submit an incident report within 24 hours of an incident occurring.
- Follow proper procedures when responding to and documenting any situation on-campus within the defined limits from training and personal capability. Refer to other University staff members and resources as needed.
- Immediately report to on-call RC and/or Department of Public Safety any situation that endangers the health, safety, or well-being of residents or the University.
- Be attentive to the personal well-being of residents in such areas as safety, security, and emergency situations.

- Conduct health and safety checks once per semester as scheduled by the Office of Housing & Residence Life.
- Ensure that all residents are aware of emergency procedures in the event of a fire or tornado.
- Ensure that all emergency procedures are followed by residents during fire drills.
- Utilize knowledge of fire safety procedures and the use of fire suppression equipment in emergency situations.
- Model the way in addressing issues of concern by utilizing bystander intervention techniques and training.
- Assist with required bi-semester fire drill exercises.

### **Community Development and Programming**

- Conduct community meetings as needed in order to set and reiterate 360 degree expectations with your residents. 360 degree means RA to Resident, Resident to Resident, and Resident to RA.
- Fulfill all programming responsibilities, including monthly bulletin boards, door decorations, building programs, and SSU Spirit programs. Program proposals, flyers, and evaluations should be submitted in a timely manner as defined in the RA manual.
- Assist with campus-wide programming as requested.
- Post flyers and information and remove postings in a timely manner.
- Be regularly available to residents, including when not on-call and through intentional conversations, in order to establish community and to maintain close relationships with residents.

### **Resource/Advocate/Liaison**

- Complete roommate agreements at the start of each semester and revisit as necessary in order to mediate and resolve roommate conflicts.
- Be knowledgeable about University policies and procedures, particularly those of the Office of Housing & Residence Life as stated within the Guide to Housing & Residence Life.
- Refer students in need of specialized assistance to the appropriate resource when necessary.
- Maintain accurate records and related forms in order to provide relevant information about students to the Office of Housing & Residence Life (damages, health and safety, emergency contact information, etc.)
- Assist residents with academic and social matters.
- Check SSU e-mail and mailbox daily.
- Serve as a University representative and liaison in the residence halls.
- Encourage student involvement, engagement, and leadership.
- Utilize conflict mediation skills developed during RA training to address issues of concern between residents.

### **Professionalism**

- Confidentiality regarding student issues is expected of all RAs. At times, information may be shared with RAs from RCs regarding student issues and concerns. RAs should never promise unconditional confidentiality to residents or another staff member before, during, or after handling a situation.
- Attend and fully participate in Sunday night staff meetings, training, and other meetings/programs as scheduled unless excused by the supervising RC.
- Exhibit positive role modeling through academic achievement, appreciation for diversity, and personal example.
- Address, professionally and tactfully, any staff member involved in behavior that may prove detrimental to the University or the Office of Housing & Residence Life.
- Work six hours weekly in an assigned work site. RAs will adhere to standards of professionalism as defined within the RA manual.
- Follow proper phone and message taking etiquette for University administrators while they are away from the office.
- Ensure that appropriate measures are taken to secure work shift coverage is fulfilled in the event that work hours need to be missed due to sickness or other academic/co-curricular involvements. This includes, but is not limited to, following appropriate procedures when calling off/notifying work site supervisor of missed work shifts, and making up missed work hours.
- Follow all other expectations of professionalism provided during RA training (i.e. Social Media Usage).

**Brick & Mortar Maintenance**

- Submit all maintenance requests within 24 hours of initial resident request and ensure appropriate follow up occurs after maintenance requests have been fulfilled by facilities and Campus View Associates, LLC.
- Complete all room condition reports clearly and concisely at the beginning and end of the year/term as necessary for residents.
- Build and maintain positive relationships with Facilities and Maintenance staff.
- Ensure that your RA apartment is clean at all times in order to be a positive example for residents.
- Ensure that accurate Damage and Billing Sheets are filled out in order for the University to make the appropriate charges to students who are responsible for damages.

**Other Duties as Assigned**

- Complete all other duties as assigned by supervising RC and representatives of the University, Office of Housing & Residence Life and Division of Student Affairs.