

2019 - 2020 Resident Assistant Job Description

Hamline University Office of Residential Life

Student Leader Selection RA Group Interview Dates:

Saturday, February 16th, 10:00 a.m. - 8:00 p.m.

Monday, February 18th, 1:00 p.m. - 9:00 p.m.

Within 24-hours after the Student Leader Selection application closes on Wednesday, February 13, 2019, all RA Candidates will be sent an email with a link to sign up for a block of time within the above listed time slots for the group interview process.

Position Description

The Residential Life Office, a department within Student Affairs, is an integral part of Hamline University and the lives of its students. Through its commitment to the principles of student development, the Residential Life Office encourages a living/learning environment that fosters personal, interpersonal, and intellectual growth, as well as the appreciation of diversity within the University community. Toward these ends, a trained staff of professionals and paraprofessionals strives to provide a self-supporting, effectively managed organization designed to meet students' needs for comfortable and secure residences.

The Resident Assistant (RA) is a peer educator, working with residents to assist in addressing their needs within the residence hall and the University community. The position is particularly challenging as the RA becomes counsel to students and administrators alike—balancing rights and responsibilities for both the individual as well as dealing with their own pressures of personal and academic responsibilities. To support, guide, and direct Resident Assistants, an Area Coordinator works to create a safe, secure environment that fosters the educational mission of the University and enhances the personal development of students.

Employment Requirements

- **The official contract period runs from Monday, August 12, 2019 - Monday, May 18, 2020 @ 10:00 AM CST.**
- Resident Assistants must maintain a cumulative GPA of 2.5 or higher during their entire employment and may not be on academic probation when applying.
- Assist in year round rotating duty coverage, which includes, Turkey Day Break, Winter and Spring Break, and J-Term between the hours of 5pm-8am.
- Work and/or participation in any organized group or team may not exceed:
 - 20 hours, if enrolled in 16 credits
 - 10 hours, if enrolled in 20 credits
 - Internships for credits will be counted as outside hours.
 - Any requests for additional hours are to be approved by their Area Coordinator.
- An Area Coordinator may require that an RA drop outside commitments based on performance.
- Resident Assistants cannot hold a leadership position in organizations outside of Residential Life including HUSC Executive Board, First Year or Transfer Student Mentor, Hamline University Programming Board or RHA Executive Board member.
- Resident Assistants must be on campus all three terms (Fall, Winter (J-Term), and Spring). Academic leaves will only be considered during Winter (J-Term) through prior approval. No more than 3 RAs per staff will be allowed to be gone from the building for the month of January. These requests will be handled on a first-come, first-serve basis. Requests made during the selection process will be given priority over those that have not been previously indicated.

● **Mandatory Training and Event Participation Dates for RAs:**

- Spring 2019 Mandatory Training and Events
 - **New and Returning RAs Spring Training:** Monday, April 8, 5 PM - 7 PM
 - **StepUp Training:** Monday, April 29, 5 PM - 7PM
- Fall 2019 Mandatory Training and Events
 - **Fall RA Training:** Monday, August 12, 2019 - Saturday, August 31, 2019 (Move-In: Aug. 9 - Aug. 11)
 - **Opening Weekend:** Sunday, September 1 - Tuesday, September 3
 - **Host Mandatory Community Meetings:** Fall Opening / Fall Closing
 - **RA Leadership Course (New RAs Only):** *(See additional notes below)*
 - **Assist with Health and Safety Inspections (September):** Bed Bug Inspections / Fire Drills / Room Checks
 - **RHA Haunted Hallway Helpers (October):** RAs must sign up for times to give tours, set up or clean up
 - **Late Night Study Breakfast (December):** All RAs must show up and then set up or clean up
 - **Holiday RA Duty:** Thanksgiving / Winter Closing / Spring Break (Based on the RA's schedule, all RAs will each get a total of 2 or 3 days during these times of the year.) *Example: Thanksgiving 2 days / Spring Break 1 day*
 - **One-on-One Meetings with Your Area Coordinator:** Two times / month
 - **Weekly Monday Night Staff Meetings by Area:** 5 PM - 7 PM *(See additional notes below)*
 - **All-Staff Meeting:** 2nd Monday of each month, 5 PM - 7 PM *(Entire ResLife team meets)*
- J-Term 2020:
 - **In-Hall Presence:** RAs are expected to be present in the halls and serving in the RA Duty Rotation
 - **J-Term Refresher Training:** Tuesday, January 28, 2020
- Spring 2020 Mandatory Training and Events
 - **Host Mandatory Community Meetings:** Spring Opening / Spring Closing
 - **One-on-One Meetings with Your Area Coordinator:** Two times / month
 - **Weekly Monday Night Staff Meetings by Area:** 5 PM - 7 PM *(See additional notes below)*
 - **All-Staff Meeting:** 2nd Monday of each month, 5 PM - 7 PM *(Entire ResLife team meets)*

ADDITIONAL NOTES:

- **RA Leadership Course:** All **new** RAs must register for the Leadership course to be taken during the fall semester. This is typically an evening class that is held between the hours of 5pm - 8pm. **(Day / Time: TBD)**
- **Weekly Monday Night Staff Meetings:** Resident Assistants are required to attend weekly staff meetings, which will take place Monday evenings between 5pm - 7pm. No classes or outside commitments are to be scheduled during this time, failure to meet this time commitment may result in a rescinded job offer or termination.

Responsibilities

- Provide administrative support for Area Coordinator & Residential Life Office
- Be available and visible to residents
- Maintain approachability with residents
- Demonstrate effective listening skills & attentiveness
- Confront situations and violations when warranted
- Show commitment to the Residential Life Office and staff
- Communicate with Area Coordinator for any concerns
- Be a referral source for students to the Residential Life Office and Dean of Students office
- Be a dining service liaison for students
- File and follow up with maintenance and facilities concerns
- Support the programming efforts of the Residential Life Office
- Build community on your floor and within your area

Compensation

- **Residence Hall RA:** Compensation for the RA position, in the halls, is the use of a single occupancy room, declining balance for meals, cable TV, internet access (wireless and Ethernet), and paraprofessional training.
- **Hamline Apartments RA:** Compensation for the Resident Assistant in the Hamline Apartments is the cost of a space in a 2-bedroom apartment**, a smaller declining balance amount for meals (due to kitchen availability), cable TV, internet access (wireless and Ethernet), free garage or backlot surface parking, if applicable, and paraprofessional training.
 - **Apartment Resident Assistants have the option of choosing their own roommate or having one assigned.

The value compensated will be reflected in your financial aid package. Hamline remains committed to renewing your scholarships and grants without regard to your RA appointment. However, you may see required adjustments to loan and/or work study eligibility.