

2023 - 2024 Resident Assistant Job Description

Hamline University Office of Residential Life

Thank you for your interest in a 2023 - 2024 Resident Assistant (RA) position within the Office of Residential Life at Hamline University. This RA job description includes the most important job responsibilities, expectations and mandatory training dates required of this position.

It is 100% your responsibility to review this job description thoroughly and know the expectations of this position before you apply. If after reading this, you have any questions or concerns, please reach out to the Director of Residential Life, Yolanda Hansen (formerly Armstrong), via email @ yarmstrong01@hamline.edu, or via phone @ 651.523.2874.

Resident Assistant 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 14, 2023 - Monday, May 13, 2024**
- **Winter Close-Down:** Present all day on Friday, December 15, 2023, for Hall Close Down, Walk-Throughs and Dinner that start at 5:00pm
- **Present During J-Term:** Present on campus during J-Term 2024 (see your hall's supervisor for any exceptions)
- **End of Year Close-Down:** Present all weekend Friday, May 10 - Sunday, May 12, 2024, for Spring End of Year Resident Checkouts.
- **Full Academic Year:** Must be able to serve as an RA for the Fall 2023 - Spring 2024 Academic Year. An RA cannot graduate in December or January and still keep the undergraduate RA position.
- **Grade Point Average:** 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.

- **Fall & Spring Semester On-Call Rotation:** Assist in **fall and spring semester** duty coverage within your own hall. Days are divided by the number of RAs in your hall/area from 5pm to 8pm (Sunday - Thursday) and 24/7 (Friday & Saturday)
- **Holiday RA On-Call Rotation:** All 27 RAs must assist in the Holiday Duty Rotation throughout the academic year. Hamline students who live on-campus are never forced to leave campus during breaks. Therefore, we must always have RAs and Pro-Staff team members on duty during those times of the year that are considered “holidays” like: Thanksgiving Break, Winter Break, J-Term, MLK Day, Spring Break and End of the Year Spring Close Down. RAOD times are either 5pm-8am or 24/7 depending on university closure. These holiday duty days are divided between 27 RAs and typically end up with each RA serving anywhere from 3 - 4 days total. We factor in how far you live from campus, availability over certain holidays, etc.
- **Monday Night Staff Meetings from 5:00pm - 7:00pm:** These are hosted by your Area Coordinator or Assistant Area Coordinator. They don't always last the full two hours but we need you to keep this day / times open. **You cannot have the RA job and miss Monday night staff meetings every week.**
- **Additional Job Hours:** Any additional work you have 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.
 - **NOTE:** An Area Coordinator or Assistant Area Coordinator may require that an RA drop outside commitments based on performance.
- **No Additional High-Level Leadership Positions:**
 - **Resident Assistants** cannot hold leadership positions in the below listed organizations outside of Residential Life including, but not limited to:
 - HUSC Executive Board* (can be considered by supervisor @ the RA's 2nd year)
 - First Year NSM
 - Transfer Student Mentor
 - Hamline University Programming Board
 - RHA Executive Board member
- **Student Teaching:** RAs who need to do student teaching **MUST** discuss this with your Area Coordinator well in advance.
- **Academic Leaves:** Academic leaves will only be considered during Winter (J-Term) through prior approval.
- **NEW: J-Term Return to Campus:**
 - **J-Term Holiday RAOD:** If you are assigned Holiday RAOD days during J-Term, you can come back to campus, work your days, and then leave again.
 - **Mandatory Return-to-Campus Date for All RAs: Tuesday, January 16, 2024**
 - All RAs are required to be back to campus on the Tuesday after the MLK Day of Observance.
 - If you cannot return to campus by / before January 16, 2024 - **YOU MUST GET APPROVAL FROM YOUR IMMEDIATE SUPERVISOR.**

● Mandatory Training and Event Participation Dates for RAs:

- Spring 2023 Mandatory Training and Events
 - **New RA Meet & Greet:** After new RAs are officially hired in Spring 2023 for the 2023 - 2024 year, we have a meet and greet with New RAs & Returning RAs: **Monday, April 10, 2023, 5 PM - 7 PM (Save the Date)**
- Fall 2023 Mandatory Training and Events:
 - **Fall RA Training:** Monday, August 14, 2023 - Wednesday, August 23, 2023 (RAs Move in: 10th - 13th)
 - **New Student Move-In:** Thursday, August 24, 2023
 - **Host Mandatory Community Meetings:** Thursday, August 24, 2023 and thereafter
 - **Fall Closing Building Walk-Throughs** - Friday, December 15, 2023
 - **Health and Safety Inspections (September):** Fire Drills / Resident Room Checks for Illegal Appliances
 - **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 / J-Term / MLK Day / Spring Break (Based on the RA's schedule, all RAs will each get a total of 3 to 4 days during these times of the year.) *Example: Thanksgiving 2 days / J-Term 2 days*
 - **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*)
 - **NEW: Open Space Resident Room Checks** - *Confirm rooms are move-in ready for new residents*
 - *Early - November - Room Check #1*
 - *Late - November - Room Check #2*
- Spring 2024: Mandatory Training and Events
 - **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*)
 - **Student Leader Selection:** *Graduating RAs may be asked to help conduct interviews during SLS*
 - **NEW: Open Space Resident Room Checks** - *Confirm rooms are move-in ready for new residents*
 - *Early April - Room Check #1*
 - *Late April or Early May - Room Check #2*
- **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.
 - **VERY IMPORTANT:** If there is a possible class conflict on Monday nights for the 2023 - 2024 RA candidate, the candidate must immediately advise the Office of Residential Life pro-staff team. The RA Contract will ask for a signature to confirm that you will do your best to avoid a class conflict from 5pm - 7pm on Monday nights.

Responsibilities

- Abide by the Performance Guidelines, RA Contract stipulations and RA Job Description
- 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 regarding 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
- Assist in the facilitation of room inspections and turn over during the fall for spring move-in and during the spring for summer move-in. This may include light cleaning, dusting, vacuuming, running trash out and other miscellaneous duties as assigned.

Benefits for Resident Assistants

- **Residence Hall RA:** Drew, Manor, Sorin or The Heights (Peterson, Osborn or Schilling)
 - RAs in these above listed locations will be assigned a single occupancy room @ no cost
 - RAs will be given declining balance (**for meals-only)
 - \$2600+ in Fall (Fall dollar amount will be higher to cover additional food needs during RA Training)
 - \$2200+ in Spring
 - Cable TV via Xfinity on Campus
 - Internet access (wireless and Ethernet)
 - Paraprofessional training.
 - ****Unused declining balance will be added back to the Residential Life meal plan budget for future use by Residential Life staff members.**
- **Hamline Apartments and Houses RAs:**
 - These RAs must have @ least 1 year RA experience
 - There are 3 Hamline Apartments and Houses RAs.
 - Each RA is responsible for their own floor and one House
 - All 3 of these RAs will live in the Hamline Apartments.
 - Benefits received include:
 - We will cover the cost of a space in a 2-bedroom apartment (**an RA can choose their own roommate or have one assigned**) or a 1-bedroom studio apartment.
 - Temperature controlled underground parking garage space (\$110 / semester)
 - Free street surface parking and paraprofessional training.
 - A smaller declining balance amount for meals-only** due to full kitchen availability and nicer overall amenities
 - \$500 in Fall (plus \$200 given to all Apartments Residents)
 - \$500 in Spring (plus \$200 given to all Apartments Residents)
 - Cable TV via Xfinity on Campus,
 - Internet access (wireless and Ethernet)
 - ****Unused declining balance will be added back to the Residential Life meal plan budget for future use by Residential Life staff members.**

The value of these benefits 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.