

2026-2027 Resident Assistant Job Description / Contract

Hamline University Office of Residential Life

This RA job description and contract includes the most important job expectations and mandatory training dates required of the Resident Assistant position within the Office of Residential Life at Hamline University for academic year 2026 - 2027. *It is 100% your responsibility to review this RA Job Description / Contract thoroughly* before you apply. If you have any questions, please contact the Office of Residential Life @ reslife@hamline.edu or by calling 651.523.2061.

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. 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.

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 residents and has to find a way to balance their own academic and personal demands and responsibilities. To support, guide, and direct Resident Assistants, an S/AC (Student Area Coordinator or Area Coordinator) works to create a safe, secure environment that fosters the educational mission of the University and enhances the personal development of students and resident assistants.

Resident Assistant Job Responsibilities

- Abide by the Performance Guidelines, RA Job Description / Contract & Residential Life Confidentiality Agreement
- **CRITICALLY IMPORTANT:** Meet expected administrative deadlines
- Build community & support the programming efforts of the Residential Life Office with RA solo, RA duo and All RA / All-Hall programming
- Take good care of your assigned living space; responsibly manage your allotted DB because these funds must be utilized throughout the entire fall or spring term.
- Provide administrative support for your S/AC & for the Residential Life Office
- Be available and visible to residents; maintain approachability with residents
- Demonstrate effective listening skills & attentiveness
- Confront situations and violations when warranted and ensure residents' safety
- Communicate with S/AC regarding any concerns or challenges (personally, academically and / or professionally)

- Be a referral source for students to the Residential Life Office and Dean of Students Office
- Submit service requests (work orders) and follow up with maintenance / facilities concerns
- 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, taking trash out and other miscellaneous duties as assigned
- Maintain a schedule / know availability on a weekly basis

Benefits for Resident Assistants Hired for the Residence Halls

- **Residence Hall RA:**
 - A total of 25-27 RAs (rookies & veterans) are assigned to: Drew, Manor, Sorin or The Heights (Peterson, Osborn or Schilling)
- **Benefits:**
 - **Room:** RAs in these above listed locations will be assigned a single occupancy room that is paid for by ResLife
 - Cable TV via Xfinity on Campus / Internet access (Wireless and Ethernet) provided
 - **Board:** RAs will be given declining balance** that is paid for by ResLife
 - \$2600 in Fall (*Higher amount covers food needs during August RA Training*)
 - \$2200 in Spring
 - ****Unused declining balance will be added back to the ResLife budget for future use**
 - Paraprofessional training / leadership experience
 - Staff bonding with ResLife and other RAs

Benefits for Resident Assistants Hired for the Hamline Student Apartments & Houses

- **Hamline Apartments:**
 - Three (3) RAs w/ @ least 1 year RA experience (unless a special circumstance) will live in the Hamline Apartments and will be assigned one floor.
- **Benefits:**
 - **Room:** Apts RAs will be assigned a single occupancy studio that is paid for by ResLife
 - Cable TV via Xfinity on Campus / Internet access (Wireless and Ethernet) provided
 - Discount on climate-controlled underground parking garage space
 - (\$110 / semester vs. \$260 / semester)
 - Access to free street parking
 - **Board:** Apts RAs will be given a smaller amount of declining balance** that is paid for by ResLife.

- This smaller amount is due to the cost of a full kitchen and nicer overall amenities that are being paid for by Residential Life.
 - \$500 in Fall (plus an additional \$200 given to all Apts Residents)
 - \$500 in Spring (plus an additional \$200 given to all Apts Residents)
- Apts RAs must carefully manage their DB each semester. If additional DB is needed, please speak to your S/AC as additional funds are limited.
- ****Unused declining balance will be added back to the ResLife budget for future use**
 - Paraprofessional training / leadership experience
 - Staff bonding with ResLife and other RAs

Your Financial Aid Package

The value of the above-listed Resident Assistant 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.

RESIDENTIAL LIFE DOES NOT COVER HAMLINE UNIVERSITY FEES: You are responsible for paying for your own technology fee, student activity fee, book rental fee, facilities fee, and health services fee.

Employment Requirements - ER

- **Official RA Contract Dates:** The official contract period runs from **Wednesday, August 6, 2026 - Monday, May 10, 2027**
- **Full Academic Year:** RA must be able to serve as an RA for the Fall 2026 - Spring 2027 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.
- **Be Present / Fully Participate in Fall RA Training in August** - Mandatory training before halls open
- **Monday Night Staff Meetings from 5:00pm - 7:00pm:** These are hosted by your Area Coordinator or Student 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. 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.
 - **NOTE:** If there is a possible class conflict on Monday nights for the 2026 - 2027, the RA candidate must immediately advise the Office of Residential Life pro-staff team. The very last page of this **RA Job Description / 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.
- **RA & S/AC One-on-Ones:** These will be scheduled every other week between the RA and S/AC

- **RA Mandated Programming** - Build community with your residents
- **Resident Room Checkouts** - Conduct checkouts for residents leaving Hamline; at EOY RAs and S/ACs will walk through each room one at a time; if rooms are dirty, RAs will need to clean
- **Winter Close-Down - December 2026**: Present all day on Friday, December 18, 2026, for Hall Close Down, Walk-Throughs start at 5:00pm (Dinner provided)
- **Mandatory January 2027 Return-to-Campus Date for All RAs**: The Sunday before Spring Classes begin (If you are Holiday RAOD for Winter Break, serve your duty dates, go home, then come back for the start of Spring classes.)
- **End of Year Close-Down Week - May 2026**: Present all week / weekend to manage room checkouts for your residents: Monday, May 3 - Monday, May 10, 2027.
- **Hours of Work**: Residence Hall, Apartments and Houses RAs will be available to the students currently living in the RA's residential community as assigned.
- **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 your Area Coordinator.
 - **NOTE**: An S/AC may require that an RA drop outside commitments based on performance.

Employment Requirements (ER) - continued

- **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
 - First Year NSM
 - Transfer Student Mentor
 - Hamline University Programming Board
 - RHA Executive Board member* (Can be considered for 2nd year RAs)
- **Student Teaching**: RAs who need to do student teaching MUST discuss this with your S/AC well in advance.
- **Study Abroad Opportunities**: Will only be considered during Winter Break through prior approval of S/AC and Director of Residential Life.
- **In-Hall | RA On-Duty Rotation**: Participate in **fall and spring semester** duty coverage within your own hall. In-Hall duty days are divided by the number of RAs in your hall/area.
 - **RA On Duty Shift - Weekday Overnight Shifts**
 - Weekday Shifts: Sunday - Thursday | 5pm to 8am

- Sunday @ 5pm to Monday @ 8am
- Monday @ 5pm to Tuesday @ 8am
- Tuesday @ 5pm to Wednesday @ 8am
- Wednesday @ 5pm to Thursday @ 8am
- Thursday @ 5pm to Friday @ 8am
- **RA On Duty Shift - Weekend 24-Hour Shifts**
 - Weekend Shifts: Friday and Saturday | 5pm to 5pm
 - Friday @ 5pm to Saturday @ 5pm
 - Saturday @ 5pm to Sunday @ 5pm
- **All-Campus | Holiday RA On-Duty Rotation:** All 25-27 RAs must assist in the all-campus 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 on duty when campus will be closed
 - **Holiday Duty Explained:**
 - Thanksgiving Break, Winter Break + MLK Day, Spring Break & End of the Year Spring Closedown / Graduation Weekend are all considered holidays
 - Holiday duty days = one, 24-hour shift | 5pm to 5pm
 - Holiday duty RAs will be assigned in pairs and will do rounds (together) in all halls across campus
 - Holiday duty RAs are assigned based on availability & distance from campus
 - On average, with 25-27 total RAs in the Holiday Duty Rotation, one RA ends up serving anywhere from 5-6 Holiday Duty Days total.
 - Yes, a Holiday Duty RA can have back-to-back Holiday Duty Days, if your schedule will allow: (Example)
 - Tuesday @ 5pm to Wednesday @ 5pm
 - Wednesday @ 5pm to Thursday @ 5pm

Mandatory Training and Event Participation Dates & Expectations for RAs:

- **Spring 2026 Mandatory Meet & Greet**
 - **New RA Team Meet & Greet:** After the new 2026 -2027 RA Team is hired, we have a meet and greet with New RAs, Returning RAs and Pro-Staff.
 - **Date:** Monday, April 6, 2026 (**Save the Date**)
 - **Time:** 5 PM - 7 PM
 - **Location:** THE BRIDGE / ROOM 316
 - You can get to this room from East Hall or West Hall.
- **Fall 2026 Mandatory Training and Events:**

- o **RA Move-In Dates:** Saturday, August 8, 2026 - Tuesday, August 11, 2026
 - Keys will be at HPS for pick up, 24/7
 - You can move into your room anytime during these 4 days
- o **August RA Training:** Wednesday, August 12, 2026 - Wednesday, August 26, 2026
- o **New Student Move-In Day:** Sunday, September 6, 2026
 - **Host Mandatory Welcome and Policy Meetings:** Sunday, September 6, 2026 and thereafter
- o **Weekly Monday Night Staff Meetings by Area:** 5 PM - 7 PM (see *ER above*)
 - **All-Staff Meetings:** We may need to meet as a full RA / Pro-Staff team and these meetings will happen from 5pm to 7pm on Mondays instead of your in-hall regular RA Team Meetings.
- o **RA and S/AC One-on-Ones**
- o **RA Mandated Programming**
- o **Health and Safety Inspections (September):** Resident Room Checks for Non-Approved Appliances, illegal possession of drugs / alcohol.
- o **HELP OUT RHA: Late Night Study Breakfast (December):** All RAs must show up and then set up or clean up
- o **Conduct Room Checkouts for Your Residents**
- o **Fall Closing Building Walk-Throughs - Friday, December 18, 2026**
- o **Serve in All-Campus Holiday RA On-Duty Rotation**

- **Winter Break 2026:**
 - o No Monday Night RA Staff Meetings
 - o No RA and S/AC One-on-Ones
 - o Conduct Room Checkouts as a Holiday RAOD, if assigned RAOD
- **Spring 2027: Mandatory Training and Events**
 - o **Weekly Monday Night Staff Meetings by Area:** 5 PM - 7 PM
 - **All-Staff Meeting:** We may need to meet as a full RA / Pro-Staff team and these meetings will happen from 5pm to 7pm on Mondays instead of your in-hall regular RA Team Meetings.
 - o **RA and S/AC One-on-Ones**

- o **RA Mandated Programming**
- o **Student Leader Selection:** *Graduating RAs may be asked to help conduct interviews during SLS*
- o **End of Year Spring Closedown / Graduation Weekend Training - 1st Monday in April**
- o **New RA Team Meet and Greet - 2nd Monday in April**
- o **End of Year RA Celebration & Awards Banquet - 4th Monday in April**
- o **Conduct End of Year (EOY) Room Checkouts for Your Residents**
- o **HELP OUT RHA: Late Night Study Breakfast (May):** All RAs must show up and then set up or clean up
- o **CRITICALLY IMPORTANT INFO: End of Year (EOY) Resident Room Inspections**
 - *During Spring Closedown / Graduation Weekend, Pro-Staff will schedule individual walk-throughs with each RA to check the cleanliness of the rooms that RAs have managed for their departing residents' room checkouts.*
 - *These will be done one RA at a time and one room at a time.*
 - *If an RA completes a resident checkout and the rooms and fridges are not cleaned based on ResLife training guidelines & specifications, the RAs will be responsible for cleaning the room or the RA can choose to take the fine.*
 - *This new rule is in place because we need more consistency from RAs when it comes to the CRITICAL IMPORTANCE of residents fully knowing & understanding that their rooms and fridges must be spotless upon departure.*
 - *It is the RA's job to make sure all of your residents know that they MUST thoroughly and completely clean their rooms and follow the Room Cleaning Checklist that will be provided to each resident.*