

2021 - 2022 Resident Assistant Job Description

Hamline University Office of Residential Life

Thank you for your interest in a 2021 - 2022 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 Assistant Director of Residential Life, Yolanda Armstrong, via email @ yarmstrong01@hamline.edu, or via phone @ 651.523.2874.

Due to the fact that we are still in a COVID-19 climate, there are still some events that are in a to be determined (tbd) status like Late Night Study Breakfast, Haunted Hallway, Piper Boogie Practice, etc. The RA position requires flexibility. As soon as these TBD events are confirmed (or not), all new and returning resident assistants for the 2021 - 2022 academic year will be informed.

| The Residential Life Student Leader Selection Process is a 2-phase process. See the schedule and dates below so you are aware of our complete process timeline. | |
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| February 1 - 10 | SLS Application Open |
| February 12, 13 and 15 (Sat, Sun, Mon) | Phase #1: ResLife Virtual Individual Interviews. (NOTE: All RA applicants will get a virtual individual interview) |
| Tuesday, February 16 | RA Candidates will be notified via email if they will or will not move on to Phase 2 of the ResLife Interview process |
| Wednesday, February 17 | Phase #2: RA Candidates, whose scores from Phase #1 allow them to move forward to Phase #2, will receive an email with further instructions regarding what they need to do for the virtual case study portion of the interview process. DEADLINE FOR GROUPS TO SIGN UP WILL BE SATURDAY, FEBRUARY 20TH AT NOON. |
| Sunday, Feb. 21 - Thursday, Feb. 25 | Phase #2: Virtual Case Study Interviews will happen during these dates |
| Friday, February 26 | Residential Life Area Coordinators will make their final decisions (for new and returning resident assistants) regarding who will be asked to serve as 2021 - 2022 Resident Assistants |
| Wednesday, March 3 | Final Yes or No letters will be sent to all SLS candidates (this is when all SLS candidates will find out if they have been hired for any of the positions for which they applied.) |

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 16, 2021 @ 8:00AM - Monday, May 16, 2022 @ 10:00AM (NOTE: You may be able to leave campus earlier than May 16, based on supervisor approval)**
- 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.
- Attend **weekly** Monday Night Staff Meetings (hosted by your Area Coordinator) from 5:00pm - 7:00pm
- 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, 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 - and must be approved by the RA's Area Coordinator.

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

- Spring 2021 Mandatory Training and Events
 - **New and Returning RAs Spring Training:** Monday, April 5, 5 PM - 7 PM
 - **End of Year Celebration (for Returning RAs)** - Monday, April 12, 5PM - 7PM
 - **StepUp Training:** To be determined
- Fall 2021 Mandatory Training and Events: **ALL DATES / EVENTS BELOW ARE TENTATIVE BASED ON COVID AND MANDATORY VACCINATIONS - WHEN FINALIZED 2021-2022 RAs WILL BE NOTIFIED.**
 - **Fall RA Training:** Monday, August 16, 2021 - Monday, August 23, 2021
 - **Piper Boogie Practice:** Monday, August 23 - Saturday, August 28
 - **Resident Move-In / Opening Weekend:** Friday, August 27 - Sunday, Aug. 29
 - **Host Mandatory Community Meetings:** Fall Opening / Fall Closing
 - **RA Leadership Course (New RAs Only):** *(See additional notes below)*
 - **Health and Safety Inspections (September):** Fire Drills / Resident 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 2022:
 - **In-Hall Presence:** RAs are expected to be present in the halls and serving in the RA Duty Rotation
 - **NOTE:** RA must get permission from their Area Coordinator to be away from the hall after the start of the J-term semester
 - **NOTE:** No Monday Night Staff Meetings or RA:AC 1-on-1s during J-Term
 - **J-Term Refresher Training:** Monday, January 17
- Spring 2022 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)*
 - **Optional:** *Returning RAs can help with the Student Leader Selection Process*

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. The day of the week this class will be held is leaning strongly towards a Tuesday.
- **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 2021 - 2022 RA candidate, the candidate must immediately advise the Office of Residential Life (Yolanda Armstrong, yarmstrong01@hamline.edu). Please know that this may affect your ability to be hired for the position.
 - **VERY IMPORTANT:** The 2021 - 2022 RA Contract will ask all RA Candidates to confirm / deny if they know of or think their Fall 2021 class schedule will have a Monday night, 5pm - 7pm, class conflict. (New RA candidates cannot miss weekly Monday Night staff meetings)

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

Benefits for Resident Assistants

- **Residence Hall RA:** Resident Assistants assigned to the residence halls (Drew, Manor, Sorin or the Heights) will be assigned to a single occupancy room, will be given declining balance (**for meals-only), cable TV, internet access (wireless and Ethernet), and 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: (Must have @ least 1 year RA experience)** There are 3 Hamline Apartments and Houses RAs. All 3 of these RAs will live in the Hamline Apartments. Benefits received include the cost of a space in a 2-bedroom apartment (***an RA can choose their own roommate or have one assigned***), a smaller declining balance amount for meals-only** (due to full kitchen availability and nicer overall amenities), cable TV, internet access (wireless and Ethernet), free street surface parking and paraprofessional training.
 - ****Unused declining balance will be added back to the Residential Life meal plan budget for future use by Residential Life staff members.**
 - Optional Out of Pocket Costs:
 - Temperature controlled underground parking garage space (\$110 / semester)
 - Guarantee of Living Alone in a Studio (approximately \$200 / semester)

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.