

2020 - 2021 Resident Assistant Job Description

Hamline University Office of Residential Life

Student Leader Selection RA Group Interview Dates:

Saturday, February 15th, 8:00 a.m. - 8:00 p.m.

Monday, February 17th, 8:00 a.m. - 8:00 p.m.

(Monday offers an additional option for students who commute)

Within 24-hours after the Student Leader Selection application closes on Wednesday, February 12, 2020, 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 17, 2020 - Monday, May 24, 2021 @ 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 weekday and weekend Duty Rotation coverage:
Duty hours will be evenly distributed and maintained as follows: (23 Residence Hall RAs)
 - 5:00 PM to 8:00 AM, during weekdays (Sunday - Thursday)
 - 24-hours on weekends:
 - Friday @ 5pm - Saturday @ 5pm
 - Saturday @ 5pm - Sunday @ 5pm.
Duty hours will be evenly distributed and maintained as follows: (4 Hamline Apartments RAs)
 - Apartments RAs will serve in the duty rotation as follows: .
 - Monday - RA #1, 5pm to 8am
 - Tuesday - RA #2, 5pm to 8am
 - Wednesday - RA #3, 5pm to 8am
 - Thursday - RA #4, 5pm to 8am
 - Friday @ 5pm - Monday @ 8am: 24/hours (1 of 4 RAs will rotate each weekend)
- Assist in year round Holiday Duty Rotation duty coverage, which includes 24-hour Turkey Day Break, Winter Break, J-Term, Spring Break and Spring Close Down.
- 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.
- First-Year Resident Assistants cannot hold leadership positions in organizations outside of Residential Life including HUSC Executive Board*, First Year NSM, Transfer Student Mentor, Hamline University Programming Board or RHA Executive Board member. (*2nd Year RAs can be considered for an HUSC Executive Board position, but there are no guarantees. You must get supervisor position. RAs who need to do student teaching MUST discuss with Area Coordinator well in advance.)
- Resident Assistants must be on campus for all 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 2020 Mandatory Training and Events
 - **New and Returning RAs Spring Meeting:** Monday, April 6, 2020: 5 PM - 7 PM
 - **StepUp Training:** Training for New RAs in Spring 2020 (Date: TBD)
 - Fall 2020 Mandatory Training and Events
 - **Fall Content RA Training:** Monday, August 17, 2020 - Saturday, August 29, 2020 (RA Move-In: Aug. 14 - 16)
 - **Move-In Day and Opening Week:** Sunday, September 6 - Tuesday, September 8
 - **Host Mandatory Community Meetings:** Fall Opening / Winter Break Closing
 - **Weekday and Weekend RA Duty Rotation:** Divided evenly among RAs in one hall
 - **Fall Holiday RA Duty:** Thanksgiving / Winter Closing (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 Meetings / Trainings:** 2nd Monday of each month, 5 PM - 7 PM (*The entire ResLife team meets*)
 - **RA Leadership Course (New RAs Only):** (*See additional notes below*)
 - **Health and Safety Inspections (September):** Fire Drills / Resident Room Safety 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
 - J-Term 2021:
 - **In-Hall Presence:** RAs are expected to be present in the halls and serving in the RA Duty Rotation
 - (**See section above:** Employment Requirements; last paragraph)
 - **Spring Content RA Training 2021:** Monday and Tuesday, January 25 and 26, 2021, 8:00 a.m. - 5:00 p.m.
 - ResLife Pro-Staff will officially train on Spring Semester duties, requirements and responsibilities.
 - Spring 2021 Mandatory Training and Events
 - **Weekday and Weekend RA Duty Rotation:** Divided evenly among RAs in one hall
 - **Spring Holiday RA Duty:** Spring Break / Spring Close Down (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*
 - **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 Meetings / Trainings:** 2nd Monday of each month, 5 PM - 7 PM (*The entire ResLife team meets*)
 - **Late Night Study Breakfast (May):** All RAs must show up and then set up or clean up

ADDITIONAL NOTES:

- **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; if there is a required class that you must take during this time frame, you MUST get approval from your Area Coordinator.
- **RA Leadership Course:** All **new** RAs must register for the Leadership course to be taken during the fall semester. This will be held on Tuesdays from 5:30 - 7:30pm.

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 or Hamline Houses RA: (@ least 1 year RA experience)** There are 3 Hamline Apartments RAs and 1 Hamline Houses RA. All 4 of them will live in the Hamline Apartments. Compensation for RAs in the Hamline Apartments is 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 (due to full kitchen availability and nicer overall amenities), cable TV, internet access (wireless and Ethernet), free street surface parking and paraprofessional training.
 - 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 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.