

Davis & Elkins CollegeTM

Resident Assistant Position Description and Terms of Employment

JOB TITLE: Resident Assistant (RA)

IMMEDIATE SUPERVISOR: Residence Director (RD)

JOB SUMMARY: Resident Assistants are staff members of the Office of Student Life and are appointed for one academic year. RA's are responsible for creating an integrated academic and residential learning experience by creating and maintaining a community based on safety and security, healthy choices and personal wellbeing and by encouraging and supporting responsible decision making, student involvement and leadership and fostering the development of critical thinking skills.

REQUIREMENTS/EDUCATION: 2.5 or higher cumulative grade point average, be enrolled as a full-time student, and must have lived in the residence halls for a minimum of one full semester.

COMPENSATION: Resident Assistants will receive a free single room for the academic year as their compensation. RAs will be required to work two duty shifts per week with at least one weekend shift per month (equivalent to 12hrs per week). RAs will be permitted to hold other positions on campus for an additional 6hrs per week as well as hold off-campus employment. If a Resident Assistant terminates his/her employment, does not renew their appointment, or is terminated by Student Life, he/she is subject to the regular room charges for the remainder of the academic year.

SKILLS: Leadership and management; documentation, confidentiality, collaboration; managing and responding to crisis situations, guiding students; internally motivated, responsible; strong oral and written communication; pass a background check.

PRIMARY FUNCTIONS:

- Provide personal help and assistance to residents.
- Promote the growth and development of students through hall programming activities.
- Maintain an orderly and reasonably quiet living environment.
- Explain and enforce rules and regulations.
- Manage and facilitate groups.
- Keep students informed and direct them to appropriate referral sources.