

# **Washington College Resident Assistant Job Description**

## **FUNCTION AND RESPONSIBILITY**

Under administrative supervision by the Area Director, The Resident Assistant is an integral para-professional member of the College staff. As the staff members with the most direct contact with the students, Resident Assistants facilitate the on-campus living experience by acting as a role model for other students; by explaining the regulations of the College and reporting violations of those regulations; by providing social and academic programming for their living unit; by identifying problems among their residents and serving as a referral agent to other campus resources; by reporting maintenance and other physical plant problems through proper channels; and by facilitating the development of a holistic, positive living community.

## **EXPECTATIONS**

A Resident Assistant must maintain a cumulative grade point average of 2.5 and a grade point average. Resident Assistants whose averages fall below these requirements may, at the discretion of the Associate Dean of Students / Director of Residence Life be dismissed from the Resident Assistant Staff.

Resident Assistants are expected to serve as role models for other students. Those violating College regulations will have their Resident Assistant employment terminated.

Resident Assistants will frequently receive information from residents and others that must be held in the strictest of confidence. Resident Assistants are expected to maintain confidentiality with students and administrators at all times.

## **THE ROLE OF THE RESIDENT ASSISTANT**

At the very least, the Resident Assistant position involves these five roles: administrator, helper, policy enforcement; resource person; and programmer.

## **THE RESIDENT ASSISTANT AS AN ADMINISTRATOR**

... Attends all meetings, workshops, and classroom sessions.

... Is familiar with all of the College's forms, policies, and procedures.

... Aids the Department of Residence Life and its staff members by attending all delegated administrative tasks.

... Communicates effectively with the Area Director, Assistant Area Directors, and fellow staff members.

... Assumes responsibility for residence hall supervision and security on scheduled duty nights.

... Aids new students in their orientation to the residence hall and to the total college environment.

... Serves as liaison between students and College administration; the Resident Assistant will interpret student concerns to administrators and will interpret the administration's point of view to the students . . .

... Serves as liaison to the Assistant Area Directors and Area Directors; reports needed building maintenance; serves as a source of information to help answer any housing inquiries; encourages and develops respect

among residents in the appearance of residence halls and furnishings; and may be asked to assist with check-ins and check-outs for residents in his or her wing . . .

... Is sensitive to the public relations image conveyed by the residence halls to visitors, parents, and the general public.

### **THE RESIDENT ASSISTANT AS A HELPER**

... Is acquainted with each student in his or her wing, knows their interests, abilities, needs, and concerns . . .

... Is available to residents; the Resident Assistant must know and maintain a relationship of CONFIDENTIALITY and trust . . .

... Carefully observes individual behavior; is aware of special health problems; is sensitive to signs of behavior deviating from the typical; and is aware of those who may be having academic difficulties. .

... Observes group behavior; is aware of the relationship between roommates; is aware of the structure of groups and their effects on others in the living environment . . .

... Is aware of his or her individual limitations; refers students to appropriate resources on or off campus and follows up on those referrals ...

... Is responsible for organizing meaningful programs for residents and for encouraging participation in campus activities.

### **THE RESIDENT ASSISTANT AS A POLICY ENFORCER**

... Knows and interprets the rules, regulations, and policies of the College to students; helps students to understand these rules, regulations, and policies and assists students in applying them to their own actions...

... Maintains an atmosphere conducive to academic work; has all students recognize that each individual has a right to privacy, freedom from harassment, and an environment in which academic responsibilities may be fulfilled...

... Handles disciplinary situations arising both in the wing and in the residence hall itself; knows and uses the procedures for handling disciplinary problems; knows when to refer disciplinary cases...

... Acts as a role model by own behavior and sets a good example for other residents.

### **THE RESIDENT ASSISTANT AS A RESOURCE PERSON**

... Is familiar with campus offices to which students should be referred for personal, academic, or social concerns and problems...

... Is acquainted with the people, the location, and the extent of services offered through the various campus offices...

... Is familiar with the procedure for referring students when they require assistance

... Follows up on referrals to insure that each problem has received attention

... Is familiar with the student organizations available on campus, and encourages student participation in these organizations.

## **THE RESIDENT ASSISTANT AS AN ACTIVITY PROGRAMMER**

... Acts as a catalyst in organizing student activities within the residential life environment

... Has the ability to manage and follow through problems to completion

## **THE IDEAL RESIDENT ASSISTANT**

... Possesses the ability to get to know other people quickly

... Possesses enough sensitivity to be able to understand the ideas and feelings of others

... Possesses interpersonal sensitivity to be able to perceive when others are having difficulties

... Has the ability to act quickly and effectively to resolve problems

... Is mature in judgment and clarity of thinking

... Is unselfish enough to give his or her time to others easily and without complaint

... Possesses the ability to work effectively, independently, and cooperatively in those group efforts that are required

... Has achieved an academic record strong enough to enable the Resident Assistant to serve as a model in this regard...

... Possess ideals, attitudes, and values positive enough to permit the Resident Assistant to serve as an effective role model for all students.

... And is able to maintain a high level of enthusiasm for the Resident Assistant position and the College, and be able to utilize this energy to encourage student involvement throughout campus.