



## DESCRIPTION OF RESIDENT ASSISTANT DUTIES

### Introduction

A Resident Assistant (RA) serves as a leader in the support for residential students and the Residence Life professional staff. The principal function of the RA, in keeping with the mission of the College, is to work with residents and staff members creating an atmosphere conducive to growth and learning.

Each Resident Assistant will be in charge of a residential community. Please refer to your RHC for specific information.

### Conditions of Position and Academic Standing

Resident Assistants will be expected to:

- Be in good academic standing
- Maintain good class attendance
- Possess prior experience living at Baker College in student housing
- Be enrolled at Baker College as a full-time student (Unless approved in advance by your RHC).
- Give priority to the position over other areas of activity except for academic work
- Limit outside work or work-study employment to no more than 20 hours per week (Unless approved in advance by your RHC)

### Compensation

In return for the services the Resident Assistant provides, he/she shall receive the following:

- Semester room charges waived
- Single occupancy bedroom if available
- A \$900 per semester scholarship to the Bookstore
- Opportunities for professional development including workshops, in-services, and conferences

### Vacation Periods

Baker College student vacation periods will be communicated by the RHC and may include the following times:

- Between the end of fall semester and the beginning of spring semester
- The week of spring break

### Time Requirements

Availability is a must! An RA is formally “on duty” during certain hours - this can include a 24 hour period. An RA is to remain within the 15 minutes predetermined proximity to campus while serving “on duty.” If this is violated, an RA will have to remain on campus while serving “on duty”.

The system of community coverage will be developed each semester. The formal “on duty” hours do not indicate only those hours during which an RA performs his/her assigned duties, but rather a quick contact in the event of an

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emergency. Each RA is expected to have the on call device, and respond to any caller within a reasonable timeframe. Resident Assistants are not permitted to work outside jobs while “on duty.”

RAs are required to participate in the training program prior to the opening of the college for the fall and spring semester, as well as attend weekly meetings and in-service training as required by Residence Life throughout the academic year.

## Evaluation Process

The purpose of the evaluation is to determine whether expectations and goals are being met and to help RAs become more effective. This also serves to aid in the staff member’s ongoing professional and personal development.

Resident Assistants will be evaluated periodically throughout the year. An on-going process, evaluation is an integral part of the program as RAs learn and grow in their position. A formally written evaluation survey by residents will be conducted to collect feedback regarding job performance. These evaluations will be used as a basis for discussion between the RA and the Residence Hall Coordinator as well as tools to develop training programs.

## Probation and/or Termination

There are many reasons for which a Resident Assistant may be put on probation and/or terminated. The most common include but are not limited to:

- Inappropriate behavior (i.e. policy violations, lying, insubordination)
- Engaging in inappropriate intimate relationships with your residents
- Maintain good class attendance
- Be in good academic standing
- Poor job performance (i.e. repeated failure to attend staff meetings or adhere to every aspect of the RA contract, programs or training)

The Residence Hall Coordinator in conjunction with the Director of Student Services reserve the right to determine what action shall be taken in the personnel process. They will make every effort to work with the Resident Assistant to help him/her continue in the position and to perform satisfactorily.

**If probation or termination is necessary, the Resident Assistant will be notified in writing. If terminated, the student may be relocated and expected to pay his/her room and book fees for the remainder of the time spent in the residence halls.**

## Basic Roles and Responsibilities

1. Provide leadership in the form of personal help and assistance to all students within the residence hall community. This may include, but will not be limited to, the following:

- Attempt to know each student in the community and to have an awareness of residents’ interests, objectives, concerns, ideas, and desires for involvement.
- Maintain an open, consistent relationship with all members of the community.
- Be accessible to students by making a concerted effort to be in the community on a regular, nightly basis.

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- Adhere to the confidentiality policy in your dealings with residents, fellow RAs, and RHCs.
  - Exercise caution and common sense when utilizing social media to form connections with residents.
2. Manage and facilitate groups in the residence halls. This may include, but will not be limited to, the following:
- Develop a sense of community responsibility conducive to social and educational pursuits.
  - Hold informational meetings on a regularly scheduled basis.
  - Act as a liaison with other student services personnel and faculty.
  - Foster a spirit of cooperation among the residents and encourage an atmosphere conducive to maximum academic and social growth by displaying a positive attitude.
3. Facilitate social, recreational and educational programs which will enhance and strengthen a student's college experience. This may include, but will not be limited to, the following:
- Develop, implement, and evaluate programs or activities throughout the year.
  - Inform and encourage residents to attend all programs in the community and on the College campus.
4. Provide information and referrals to appropriate resources. This may include, but will not be limited to the following:
- Provide resources for outside counseling services
  - Referrals to academic staff.
5. Explain and enforce College and Residence Life policies as outlined in the Policy Book regardless of "on duty"/"off duty" status. This may include, but not limited to, the following:
- Inform each resident in the community of the "residence hall policies."
  - Create an awareness of the rationale behind positive behaviors in the community.
  - Be firm and fair when confronting disciplinary situations. RAs must document these situations and submit the report no later than 9:00am the next day.
  - Assist residents in following proper procedures with regards to making room changes, withdrawing from college, terminating residence, etc.
6. Maintain a safe and orderly living environment. This will include, but will not be limited to the following:
- Create an awareness and understanding of security issues in the residence halls.
  - Follow the system for reporting routine maintenance concerns.
  - Promote responsible citizenship.
7. Carry out administrative duties. This may include, but not be limited to, the following:
- Be familiar with all the special forms and procedures used by Residence Life.
  - Serve on special projects as assigned by the RHC.

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- Complete all paperwork required in a timely and efficient manner.
- Establish a positive working relationship with Facilities and Campus Safety staff members.
- Distribute regular communications (e.g. flyers, letters, and forms) in a timely and effective manner.

8. Maintain good working relationships with staff and College community.

- Communicate regularly with and work to develop a cohesive Residence Life team.
- Show support of the Baker College mission through your actions and words.

The mission of Baker College is to provide quality higher education and training which enable graduates to be successful throughout challenging and rewarding careers.