

# UNIVERSITY HOUSING

## Resident Assistant Position Description Fall 2017 – Spring 2018

### UNIVERSITY HOUSING MISSION STATEMENT:

UWM University Housing is committed to enhancing community members' cultural understanding, leadership skills, academic success, social connections, and social responsibility by creating safe, comfortable, and well-maintained living learning environments that inspire growth and development.

**POSITION:** Resident Assistant (RA) for Residence Halls

**SUPERVISOR:** Residence Life Full-time Staff Member

**SCOPE:** To work with students within the residence halls (Cambridge Commons, Sandburg Hall, Purin, and RiverView) in a paraprofessional capacity. Resident Assistants assume responsibilities for providing student assistance, peer counseling, developing and implementing educational and social events for residents, enforcing University Housing policy, and assuming the role of **maintaining a safe living learning community** in the residence halls when on duty. A Resident Assistant is expected to be dependable and exhibit leadership while remaining sensitive to the needs of others. Resident Assistants must also maintain an acceptable level of academic performance.

### QUALIFICATIONS FOR ALL RA CANDIDATES:

- Must have full-time student status of 12 undergraduate or 8 graduate credits at University of Wisconsin-Milwaukee at the time of application and will be expected to maintain this minimum while employed as a Resident Assistant.
- During the semester of application, Resident Assistants must have an accumulation of 24 credits or two semesters completed on campus.
- Resident Assistants must maintain good academic standing with the University including both a semester and cumulative grade point average (GPA) of 2.5.
- Must not be on contractual status of Probation or above during the academic year of application.
- Should possess initiative, responsibility, and good judgment as well as the ability to act independently with little or no supervision while performing a variety of tasks.
- Demonstrated qualities and experiences of leadership are preferred.
- Adequate experience and knowledge of a resident community, obtained either at UW-Milwaukee or another institution, is preferred.
- Previous experience in customer service, living in the residence halls, and leadership positions are preferred.
- Participation in student teaching co-opportunities are strictly prohibited while serving as a Resident Assistant.
- RAs must fulfill full contract, meaning no ½ semesters allowed unless hired on a Spring Semester contract.

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## **ESSENTIAL FUNCTIONS:**

- Develop an open and honest personal relationship with each resident (approximately 32-72) in their community, maintaining appropriate boundaries, and serving as University resource person.
- Be a role model for the student/resident community by maintaining a positive attitude with students and staff, demonstrating a commitment to diversity and inclusion, and showing a genuine interest in working within the student's best interests.
- Develop a community atmosphere conducive to effective studying and appropriate social relationships, as well as promote student development through events and outreach.
- Ensure that privileged information remains confidential while maintaining accurate records and completing necessary paperwork for University Housing.
- Be on duty in the residence hall during evenings and weekends when specified (approximately 1-2 nights per week). This includes: assessing and appropriately responding to emergency situations, dealing effectively with potential problems and/or security situations, **developing community and building relationships with residents**, and performing security-related functions as assigned.
- Assist in maintaining community standards by working a specific number of hours at the Service Desk or Monitor Station contingent on the needs of the assigned community.
- Adhere to the University Housing Resident contract and the Resident Assistant Employment Agreement as well as meet all additional expectations outlined in the RA Manual, training materials, and training sessions.
- Be available for extensive training prior to each semester and participate in on-going staff development throughout the year.
- Coach and advocate for residential students' academic success.
- Facilitate programs/events utilizing the departmental CLASS (Cultural Understanding, Leadership Skills, Academic Success, Social Connections and Social Responsibility).

## **PHYSICAL REQUIREMENTS:**

- Physical ability to handle position responsibilities including touring building and responding to emergency situations promptly (use of stairs and elevator).
- Must be physically able to move quickly through congested crowd situations and effectively communicate to a large groups of people.
- Actively participate in fire safety training.
- Ability to communicate effectively by means of a two-way radio system and a telephone.
- Ability to complete paperwork and read IDs.
- Ability to respond to duties at any hour and for prolonged periods of time.

## **COMPENSATION:**

There are some differences based on the size and complexity of residential communities and compensation provided. The standard base salary for a Resident Assistant is a single room and board plan valued based on the residential community for which one is placed (approximately a \$9000 value) plus a yearly stipend paid in monthly installments.

University Housing also provides Resident Assistants extensive training and leadership opportunities.