

UNIVERSITY HOUSING

UWM Resident Assistant Position Description Fall 2018-Spring 2019

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 through 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 environment in the residence halls. 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 will 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.
- Participation in student teaching co-opportunities are strictly prohibited while serving as a Resident Assistant.
- RAs must fulfill full academic year contract, unless hired for Spring Semester.

Preferred Qualifications for RA Candidates:

- 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 preferred.

UNIVERSITY HOUSING

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 as outlined in the RA Manual, training materials, and training sessions.
- Be available for extensive training prior to each semester (mid-August & mid-January) and participate in on-going staff development throughout the year.
- Coach and advocate for residential students' academic success.
- Actively participate in fire safety training.
- Facilitate events utilizing the departmental CLASS developmental model; 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 group of people.
- 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 in 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.