

RESIDENT ASSISTANT JOB DESCRIPTION

REPORTS TO: The Associate Director of Housing and Residence Life

CONTEXT OF POSITION: The Resident Assistant (RA) serves as a member of the paraprofessional Residence Life staff with specific responsibilities in a designated residence hall. The Resident Assistant is responsible for the development of a community where individuals may develop personal and social skills while striving to pursue their academic careers. The Associate Director of Housing and Residence Life retains the right to reassign staff as needed. Failure to move when requested may result in the termination of your position.

RESPONSIBILITIES:

1. Act as a positive role model by complying with all University and governmental policies, procedures and laws.
2. Develop and implement a minimum of eight programs per semester following the established rubric.
3. Know, abide by, and enforce University policies and procedures.
4. Document all violations of the University's policies and procedures.
5. Achieve a minimum semester GPA of 2.5 and an overall GPA of 2.5.
6. Assist in the opening of an assigned hall at the start of each semester and after all breaks.
7. Assist with the New Student Orientation program.
8. Assist in the closing of an assigned hall at the end of each semester and at the beginning of all breaks including completing and turning in all paperwork to the Residence Life Office.
9. Perform duty coverage as assigned from 8:00 p.m. to 7:00 a.m. the following day. Desk coverage including two rounds per hour will be from 8:00 p.m. to 10:00 p.m. In room (two rounds per hour), coverage will be from 10:00 p.m. to 11:00 p.m., Sunday through Thursday and 10:00 p.m. to 1:00 a.m., Friday and Saturday.
10. Be available as much as possible for the residents of your floor and building.
11. Attend mandatory Fall Training beginning at 5:00 p.m. on Friday, August 20, 2021 and Spring Training beginning at 5:00 p.m. on Wednesday, January 10, 2022.
12. Attend and participate in weekly staff meetings, and bi-weekly one-on-one meetings with the Associate Director of Housing and Residence Life, or his designee.
13. Participate if needed, in staff selection during the fall and spring semesters.
14. Act as an advisor/counselor as needed and within the guidelines set up by the Associate Director of Housing and Residence Life.
15. Become familiar with campus and local resources and make referrals when appropriate.
16. Conduct fire and safety drills/inspections as needed (Minimum of two drills during the fall and spring semesters).
17. Hold floor meetings once a month or as needed/appropriate.
18. Attend and participate on residence hall committees as assigned.
19. Perform additional duties as assigned by the Associate Director of Housing and Residence Life, Dean of Students, or their designee.

OUTSIDE INVOLVEMENT:

All Resident Assistants are eligible for involvement in co-curricular organizations, academic activities and/or off-campus employment. It is required that no more than 10 hours per week be given to these outside activities. Associate Director of Housing and Residence Life may grant exceptions to the 10-hour rule. Involvement should not interfere with the performance of the Resident Assistants responsibilities. If it is deemed that outside activities are interfering with the performance of the Resident Assistant's duties, the Associate Director of Housing and Residence Life reserves the right to restrict the number of activities the Resident Assistant participates in.



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TIME OFF:

All Residence Life staff members are encouraged to take a minimum of one weekend off per month. It is recommended that this weekend be away from campus, if possible. The Associate Director of Housing and Residence Life must approve all time off.

BENEFITS:

Benefits include leadership and life experience; a stronger resume; a minimum stipend of \$1822.50 per semester (this is calculated by taking the 15 weeks RAs are paid X \$12.15/hour X 10 hours/week); a room fee waiver (*\$2,500.00) if available. Skyway Managers earn a stipend of at least \$2733.75. * denotes approximated values, actual costs are determined in the May or June Board of Trustees meeting.

ROLE MODELING:

Role modeling is an essential part of the RA position. Individuals are expected to conduct themselves in a manner that will not compromise the authority of the position. Examples of this include, but are not limited to Violation of State Laws, Violation of Campus Policies, or Public Intoxication.

CONTRACT LENGTH:

This contract will begin on the designated day of training and will continue through the **Sunday following the semester closedowns**. This contract will end earlier with approval of the Associate Director of Housing and Residence Life, or if the undersigned's employment is terminated.

AA/EEOC STATEMENT:

In complying with the letter and spirit of applicable laws and pursuing its own goals of pluralism, the University of Maine at Presque Isle shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran's status in employment, education and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to the Director of Affirmative Action and Equal Employment Opportunity, University of Maine at Presque Isle, 181 Main Street, Presque Isle, ME 04769-2888. Inquiries about discrimination may also be referred to the Maine Human Rights Commission, U.S. Equal Employment Opportunity Commission, and Office for Civil Rights of the U.S. Department of Education, or other appropriate federal or state agencies.

CHANGES TO THE CONTRACT:

The Associate Director of Housing and Residence Life, or the Dean of Students must approve changes to this contract.

8/15/2021

RA Printed Name

RA Signature

ADHRL Signature

Date