

Emporia State University Resident Assistant

Position Description and Terms of Agreement

General Purpose: The Resident Assistant (RA) lives within an assigned community area and seeks to foster a positive community, promote academic success and monitor the safety and security of their residential community. The position requires flexibility and a willingness to assume a variety of roles. RAs should exhibit good interpersonal skills, effectively navigate diverse environments, and manage a variety of administrative tasks. RAs are appointed for one academic year with weekend and evening/late night responsibilities. RAs report directly to the Complex Coordinator of the assigned facility.

Required Qualifications

- Enrollment in a minimum of 12 undergraduate credits or six graduate credits at Emporia State University
- Good conduct standing with Residential Life and Emporia State University
- Cumulative and semester GPA of 2.5 or higher, at hire and for duration of employment with Residential Life
- Have lived within a residential facility at a college or university for a minimum of one semester
- Must not enter Phase II, Block II, or Block III during the course of the 2020-2021 academic year
- Successfully complete a mandatory background check
- Academic overload, outside employment, practicum, clinical or internship hours, and major leadership roles in organizations must be pre-approved by Residential Life and cannot exceed 15 hours/week total

Self-Management

- Engage in appropriate behavior, including: positive academic and community behaviors, inclusivity and engagement, etc.
- Model behaviors that are aligned with Residential Hall Handbook and the Student Code of Conduct. It is important for RAs to understand they represent the Department of Residential Life, both on and off campus, and their behavior impacts their peers and the department.
- Maintain confidentiality with all resident information. Information should only be shared with Residential Life professional staff members.
- Abide by all state, federal, Residential Life and University regulations.
 - The RAs may not, at any time, engage in, enter, or remain in any area or premises where illegal drug and/or alcohol use is occurring.
 - RAs, even if they are of legal age (21), may not be consuming or under the influence of alcohol when they are working in any RA capacity, including a desk shift, on-duty, responding to incidents, interacting with any residents, or in any other way acting within their RA position within their community.
 - RAs who choose to carry a concealed firearm (pursuant to The Private and Family Protection Act, K.S.A. 75-7c01 et seq.) must follow campus policy. RAs make this choice as an individual and not as a function of the position as a student staff member of Residential Life.
- Receive prior permission from the Director of Residential Life before speaking on behalf of the University or Department of Residential Life in any capacity, or using the position title when expressing views on any aspect of Emporia State University to the media or in any written or on-line mediums. This includes The Bulletin.

Departmental & Team Involvement

- Represent Emporia State University Residential Life in a positive manner.
- Support the mission, vision, and values of ESU Residential Life.
- Participate in events and initiatives for the department, division, and University.
- RAs serve on one departmental committee.
- Assist in the development, identification, and selection of future Residential Life staff members.
- Attend and engage in initial and on-going training and development.

■ RESIDENTIAL LIFE

Administrative Tasks

- Attend and participate in weekly 2 hour staff meetings
- Attend weekly 1 hour individual meetings with supervisor.
- Submit weekly reports and program request forms.
- Document resident/community situations with appropriate timeliness.
- Implement one educational bulletin board per month.
- Uphold responsibilities related to resident check-in/check-out.
- Read and respond to email within 24 hours.
- Post posters/announcements in a timely manner.

Community Development and Education

- Be intentionally approachable, visible, and available to create significant time in the community with residents.
- Connect residents to peers and a variety of campus opportunities in order to promote a well-rounded and positive college experience.
- Plan and facilitate floor meetings as designated by the Department of Residential Life (minimum of 4 in the Fall Semester and 3 in the Spring Semester).
- Initiate Intentional Conversations outlined in the Black & Gold Community Development Model.
- Plan and facilitate programs according to the specific requirements set forth by the Department of Residential Life. This is a typically a minimum of two programs a month.
- Uphold expectations outlined in the Black & Gold Community Development Model.
- Develop opportunities for individual growth and leadership for residents in the community.
- Create and maintain an environment of high aesthetic quality that communicates care for the community.
- Promote resident engagement with the Hall Council of your designated living area.
- Attend the first informational night and two additional events per semester hosted by the Hall Council in your designated living area.
- Understand that dating and/or romantic or sexual relationships with residents on assigned floor may interfere with the ability of an RA to fulfill the responsibilities of the position. Therefore, RAs shall not enter into a romantic or sexual relationships with residents on their floor. If such a relationship does or could likely develop, the RA will notify the supervisor immediately.

Safety and Wellness

- Maintain regular communication with residents in assigned community.
- Serve as referral agents to campus resources such as academic resources, ACES, Counseling, Office of Diversity, Equity, and Inclusion, Student Health Center, etc.
- Notice, and then address or refer, safety and security concerns on own floor as well as all other residential communities.
- Serve as a coordinating responder to emergencies within Residential Life facilities by implementing appropriate protocol steps and communications.
- Uphold Residential Life policies in Residential Life facilities.
- Participate in an on-call rotation, which includes completing rounds, keeping a duty phone, and responding to concerns that arise.
- Report maintenance/custodial concerns according to the outlined protocol.
- RAs are not to transport residents. Resident Assistants should receive prior approval, from professional staff, for resident transport in rare occasions.

