2021-2022 Resident Advisor Job Description

The primary role of a Resident Advisor (RA) is developing a community of students in a university living environment. RAs create opportunities for students to learn about themselves and others and are responsible for facilitating the general safety and well-being of the community. The RA position is a challenging and rewarding experience. There are opportunities for RAs to develop skills in many areas including leadership, communication, programming, student support, crisis response, and other transferable skills. The RA as a staff member of the Office of Residential Life, is supervised by a Residential College Director or Residential Community Director (RCD).

Qualifications
- Minimum 2.75 semester and cumulative GPA
- Enrolled as a Full-time Student as defined by the University. Note: Graduate students are not eligible for the RA position.
- Junior or Senior in class standing at the start of the 2021-2022 Academic Year
- Able to serve in the role for the entire 2021-2022 Academic Year
- Availability on Monday nights from 7pm-11pm for the entirety of employment, unless approval is given for a course that is required to meet graduation requirements
- Ability to work hours on both nights and weekends
- In good standing with the Office of Student Conduct and Community Standards
- Demonstrate a willingness to learn and support issues related to social justice
- All RA Applicants must be U.S. Citizens, Permanent Residents, or holders of an F-1 or J-1 visa. If you do not meet the listed conditions, please contact the Office of International Students and Scholars before applying so ensure that you are permitted to work in the United States.
- Must be able to commit an average of 20-25 hours a week in performing job responsibilities

Required Duties & Responsibilities
General Responsibilities:
- Serve on a team of 7-17 Resident Advisors
- Provide direct support for floor or building ranging from 20-120 Residents
- Attend weekly Monday night staff meetings and/or RA training nights
- Meet weekly with RCD supervisor
- Serve in one or two focus areas that are determined by the needs of the community or team
- Serve as a Responsible Employee and Mandatory Reporter for the University

Community Responsibilities:
- Serve as a peer facilitator and educator to implement the Residential Education Model
- Manage a programming budget as assigned by RCD and host programs for residents
- Facilitate resolution of interpersonal conflicts among residents
- Refer residents to campus and community resources
- Identify and report maintenance concerns in community
- Conduct room checks and health and safety checks

Crisis Response:
- Participate in a duty rotation, which can include desk shift rotations at the duty desk and cell phone duty shifts throughout the year including university breaks. Duty shift preferences are taken into consideration
- Enforce, implement and uphold all University and Office of Residential Life policies, rules, regulations, and procedures
- Respond to crises and emergencies within any residential area or while on-call and immediately follow protocol and document information

Administrative Responsibilities:
- Serve as an ambassador of the Office of Residential Life and support all departmental initiatives
- Assist in opening and closing of residential communities at the beginning and end of each semester which may require arriving to campus early/leaving late
- Responsible for turning in receipts for programming in 24-48 hours of purchases and other administrative duties as needed
- Fulfill other duties as assigned by the RCD or other Residential Life staff

**Required Employment Time Commitments**
- Attendance at RA Contract Signing Night: Monday, April 26, 2021 at 7pm
- Attendance at RA/WUSA Night or Community Night: Spring 2021
- Completion of 4-week LEAD Class: Spring 2021
- Complete summer tasks as assigned by the RA Training Committee
- Attendance at August RA Training: Fall 2021
- Attend weekly Monday Night meetings from 7pm-11pm: Full year commitment
- Attend Winter RA Training: Spring 2022
- Assist with RA Recruitment and participate in RA Interview Process: Spring 2022
- RAs will be expected to stay late and come back early during break periods in order to assist with the opening and closing of the halls. RAs should plan on staying until after the halls are closed and/or returning early to open during breaks
- The above list is not exhaustive of the time commitments required for hired RAs and flexibility around these time commitments must be made with and approved by the RCD supervisor. Additionally, RAs should not make travel or vacation plans without consulting with their supervisor first

**Compensation**
- Room and Board is provided for all RAs during the duration of their employment
  - While all RAs are provided a single room in one of our residential properties, different communities may require RAs to have suite mates or apartment mates. Hired candidates, if not already assigned to live with other RAs, are able to give a preference on potential suite mates and apartment mates.
- RAs in their first year of service: Credit equivalent to the cost of ½ of a Silver Meal Plan
- RAs in their second year of service: Credit equivalent to the cost of a Full Silver Meal Plan

**How to Apply**
- All applicants must complete the online [RA application](#) by Friday, December 18, 2020
  - Application includes submission of a cover letter/resume
  - Contact information for two references. Candidates must share the reference form linked on the RA recruitment website and ensure that they complete the reference form by Monday, January 18, 2021.
- Qualified candidates will interview between February 1-5, 2021

Questions about the RA application process should be sent to: RAselection@wustl.edu