

General Job Description

The RA is a full-time undergraduate student who serves as a University representative and is an integral member of the Office of Residence Life team in managing the day-to-day operations of the University's residence halls. Responsibilities of the RA include developing a living and learning community, cultivating relationships with the students residing in their assigned areas, implementing our Jesuit and Catholic mission and vision, conducting regular inspections of their floors/area, participating in a rotating duty schedule, and assisting in the implementation of the Residential Colleges and Cornerstone courses. The position is a 9-month appointment, beginning approximately 1.5 weeks prior to the opening of the academic year.

Qualifications

RAs must have sophomore, junior, or senior status, carry a full-time academic load, and be in good standing with the University. RAs must maintain a minimum GPA of 2.8 cumulative. RAs should demonstrate strong leadership and possess sensitivity for the welfare of fellow students. Experience in residence hall living is highly recommended.

Compensation

Traditional Residence Hall RAs receive room and board (**approximately \$12,930**). The Townhouse and Apartment RAs receive room only (**approximately \$10,510 and \$10,845.00 respectively**). Also a stipend of \$300 per academic year for first-year staff or \$400 per academic year for second-year staff will be issued on a semester basis. In addition, SRAs receive a \$700 stipend per year.

Time Commitment

1. RAs should anticipate 15-20 scheduled hours per week of routine responsibilities (i.e., staff meetings, resident contact, office coverage, staff assignments, etc.).
2. Outside employment or internships will be limited during the period of the RA appointment. All employment and internships must be discussed with and be approved by the RAs supervisor and be limited to 10 hours a week if approval is granted.
3. RAs must be fully committed to their position by not accepting any major leadership roles in other organizations or clubs. It is expected that the RA will not be holding a leadership role on the IRHA executive board, and FUSA executive board. It is also expected that RAs will not hold the title of President in any club or be Editor of the *Mirror*.
4. The scheduling of evening/nighttime classes must be approved by your supervisor.
5. RAs understand that the residence halls will remain open for some holiday weekends and that RA staff coverage is required during those weekends. All staff are required to participate in closing and opening procedures for Thanksgiving, Winter Break, and Spring Break. RAs remain on campus until the official closing (and have completed all administrative duties) of the residence halls at the beginning of each break period and at the close of each semester. At the conclusion of the break, RAs must return to campus to open the residence hall at the scheduled time. The RA may not remain in residence during break periods when the halls are officially closed unless permission has been granted by the Office of Residence Life.
6. SRAs, Residential Colleges, WiStem, Leadership through Service, Man2Man and Healthy Living RAs must return by August 21. The remainder of the RA staff arrives on August 23 for training and preparation of the halls for opening. All RAs are required to return prior to the start of the spring semester for training and preparation for opening the halls.
7. RAs understand that any University activities that they are involved in may not interfere with the RA position in any way (i.e. training, staff meetings, all staff meetings, duty, in-services, new staff selection, opening and closing of the halls, etc.) or negatively impact their visibility and availability in the area and floor.
8. The RA position is a live-in position, and RAs are expected to sleep in their own room each night. As a general guideline, RAs are expected to be in their hall by 1 a.m. on weeknights and 2 a.m. on weekend nights (exception: prior approval from AC). Staff members are encouraged to get away at least one weekend per month. Time away requests must be submitted to the AC in advance, who will ensure that no more than 50% of the staff is off each weekend

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Specific Duties and Responsibilities

Promotes and facilitates a positive community living and learning experience in our Jesuit and Catholic tradition

1. Orients students to the concept of community living by encouraging cooperation, respect, consideration, learning, and community spirit on the floor/halls.
2. Sets an academic atmosphere in their community by demonstrating a personal interest in academic pursuits, exemplifying good study habits, and ensuring that conditions suitable for study are maintained (i.e., curtailing the noise level, hall damage, and maintenance concerns).
3. Develops and maintains a positive relationship with the Resident Jesuits. Works closely with the hall Resident Jesuit on community issues and individual concerns, and facilitates activities such as weekly masses, prayer groups, inter-faith services, etc. for residents to connect with the Resident Jesuit.
4. Helps residents to recognize the relationship between individual freedom and the rights of others, leading to the development of appropriate assertive behavior.
5. Encourages residents to take responsibility for their own actions and environment.
6. Shows respect and appreciation for the differences among residents and encourages the individuality of each resident.
7. Knows, interprets and enforces University and residence hall policies and conducts their own behavior accordingly.
8. Is familiar with the University's student conduct system and follows proper procedures to support it.

Provides relevant and developmental community building/programmatic offerings for residents

1. Completes the living and learning community model/programming model for their specific area.
2. Initiates and involves students in the development of recreational, values-oriented, educational, spiritual, cultural, vocational, and social programs in the residence halls.
3. Assists in the development of the Residential Community Council (e.g., holds elections, contribute to the RCC on a weekly basis and supports the programs). RA must attend at least one RCC meeting per month and report back at staff meetings.
4. Shares information about the residence halls, campus, and community activities with residents.
5. Is familiar with campus and community programming resources.
6. Helps develop leadership skills among students.

Serves as resource for students residing in assigned area

1. Is attentive to the personal well-being of the residents of my assigned floor in such areas as safety, security, and emergency situations.
2. Is available and accessible to students for both formal and informal individual and group contact.
3. Develops and maintains a positive, ongoing relationship with residents by visiting each of their residents frequently.
4. Advises students, within the limits of training and capability, on academic and social matters and, when necessary, to refer those students in need of specialized assistance to the appropriate University support agency (Counseling Center, Financial Aid, Registrar, Academic Dean, Campus Ministry, etc.). Communicates these referrals to the AC.
5. Orients new and returning students to the University and their area each semester through community meetings and individual contact.
6. Is alert to changes in "typical" student behavior that might be a sign of a more serious problem and informs the AC in a timely manner.
7. Is aware of the relationship between roommates and other individuals or groups in their area and takes a proactive approach in helping to resolve any conflicts.

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8. Knows the people, location, and extent of services offered by various campus offices and organizations where students may be referred for personal, academic, and social concerns.
9. Maintains a bulletin board for posting relevant information regarding policies, campus activities, and information.

Attends and participates in all required training programs

1. Reads and understands the entire RA Guidebook/Manual and Student Handbook during fall training.
2. Attends and participates in all RA trainings, including spring, fall, and winter trainings.
3. Attends and participates in monthly in-services coordinated by the Office of Residence Life.
4. Attends and participates in all weekly in-area staff meetings and bi-weekly/weekly one-on-one supervision meetings with the AC.

Assists with the daily operations of assigned residence hall

1. Maintains daily and weekend nighttime area duty coverage. Duty begins at 8 p.m. and ends at 8 a.m. the following morning. The RA(s) on duty must be in the building for this period of time. Daytime duty may be required during large campus-wide activities and will be required on the last weekend of the spring semester before finals begin.
2. Is familiar with the operation of the main Residence Life office.
3. Handles maintenance concerns in both a proactive and reactive manner and follows the appropriate channels to communicate problems.
4. Completes paperwork and meets deadlines in a timely manner.
5. Maintains an awareness of routine and emergency procedures essential to the safety and security of individuals in the area.
6. While on duty, responsible for the master key of the building and uses it only as directed in the Resident Staff manual/guidebook. The loss or misuse of this key may result in termination. This key may never be given to a non-staff member.
7. Knowledgeable and able to instruct residents regarding evacuation procedures, safety procedures, and the location of fire-fighting equipment.
8. Expected to periodically inspect student rooms for health, safety and maintenance purposes.
9. Supervises student behavior in the residence halls in accordance with University policies and procedures and to submit Record of Incident (ROI) forms when necessary.
10. Visits the Office of Residence Life daily to check RA mailbox and hangs up signs within 24 hours.
11. Understands that the University e-mail account is the official email account used to conduct University and Residence Life business and must be checked daily and maintained under max capacity.

Assists with Office of Residence Life initiatives

1. Supports living and learning initiatives and programs, including First Year Experience (FYE) program, Residential Colleges, Build-A-House, WiSTEM, Healthy Living, Man2Man.
2. Assist as needed in Inter Residential Housing Association (IRHA) and RCC activities.
3. Promotes the mission of the Office of Residence Life and Fairfield University in the residence halls.
4. Participates in the selection process for various departmental positions, including both professional and student staff.
5. Assists with general administrative responsibilities (housing lottery, lock-outs, submitting and following up on maintenance requests, completing administrative paperwork as requested by the Office of Residence Life and the Area Coordinator)
6. Maintains accurate records and furnishes relevant information about students to the Office of Residence Life (student damage, room inspection forms, room changes, and weekly reports) as requested.

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7. Cooperates with the Department of Public Safety and the Fire Marshal to ensure proper safety procedures within the residence halls.
8. Assists and answers directly to the supervisor, Area Coordinator. In addition, RA will be accountable to the Area Coordinator who is responsible for the evening supervision of the residence halls (Area Coordinator on duty).

Role Model/Ethical Leader

RAs must recognize that due to the unique nature of the duties and responsibilities of the RA position, their conduct must be above reproach. Staff members have a responsibility to behave in ways which will not have a detrimental effect upon the University or any members of the University community, and which will not compromise the integrity of the position. Furthermore, personal conduct must at all times be in conformity with the law, the University student code of conduct, and residence hall policies. Finally, personal behavior must reflect consciousness of our Jesuit tradition and serve as a positive role model for the students in the halls.

RAs must agree to and understand:

- The student code of conduct, including the alcohol, drugs and guest policies and guidelines located in the Student Handbook
- The importance of being a role model at all times by abiding by the student code of conduct and holding residents accountable when they are in violation of the student code of conduct, including the alcohol, drugs, and guest policies.
- The University accepts the responsibility and legal use and consumption of alcohol by students over the age of 21, however students, especially RAs, must not illegally use or abuse the consumption of alcohol.

Other duties as assigned

1. Complies with the directives and all other tasks delegated by the AC and/or the Office of Residence Life.

I, the undersigned, accept the following conditions regarding my employment with Fairfield University as a Resident Assistant employee. The time period of my employment is from August 21 (SRAs, Residential Colleges, WiStem, Leadership through Service, Man2Man and Healthy Living and August 23 (all others) 2014 to May 15, 2015. I accept and am willing to fulfill the Senior Resident Assistant (SRA) and/or Resident Assistant (RA) role, which is an ongoing process and unique in nature, to the best of my ability.

I also understand that the list above is not meant to be an all encompassing list of Resident Assistant responsibilities and others may be assigned as needed. This contract is also subject to change in accordance with the best interest of the Office of Residence Life and our student staff members. I further understand that the appointment to the position of Resident Assistant may be terminated at such time that I fail to abide by the above-mentioned conditions.

S/RA Printed Name: _____ S/RA Signature: _____ Date: _____

Supervisor Printed Name: _____ Supervisor Signature: _____ Date: _____

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