# New Resident Advisor

## Application Information
## 2027-2028

Dear Prospective Resident Advisor Candidate:

Thank you for your interest in applying for a Resident Advisor (RA) position. The department of Housing and Residence Life (HRL) at the University of Memphis is excited to share with you information about the dynamic role that the RA position plays in our on-campus residence halls and apartment communities, as well as the leadership skills and personal growth opportunities that the position brings.

In this information packet, you will find the HRL mission statement, the RA job description, and information about the RA application process.

The RA Application will follow this timeline:

- October 19th – Application Opens
- November 12th – Information Session in Centennial Place 189 – 4pm
- November 22nd - Priority deadline for candidates for Spring 2027 Vacancies
- November 30th – December 3rd – Individual interviews for Spring Vacancies (if alternative list is exhausted)
- Mid-December - Conduct and grade check to verify new RA eligibility for Spring RAs
- January 21st – Information Session in Centennial Place 189 – 4pm
- February 7th – Application Deadline
- February 8th –12th – Application Review
- February 15th –19th – New RA Individual Interviews *(invite only)*
- February 23rd - deadline for current RAs to inform us if they are interested in returning or not
- Final grade and conduct checks after the semester ends
- Early August 2027 - RA Training and Resident Move-In (Before School Starts in August 2027)

If you have any questions about the interview process, please feel free to contact the Housing and Residence Life office at 901.678.2295 or reach out via email at RecruitReslife@memphis.edu.

We look forward to meeting you soon!

George Hill
Assistant Director
Housing and Residence Life

## Department of Housing and Residence Life Mission Statement

We provide a customer friendly on-campus residential community focusing on academic success, campus engagement, and personal growth in a safe, quality environment for students, campus, and community partners.

## Resident Advisor (RA) Job Description

RAs are student staff members of the Department of Housing and Residence Life, who, as a requirement of the position, live in an assigned residence hall/building to assist their fellow student residents. The RA is supervised by the Residence Life Coordinator (RLC) of their assignment building. The RLC is a professional staff member of the department that lives and works in their building(s). The RA spends a great deal of time getting to know their residents, and the other residents of their assigned area, serving as a campus resource and positive peer leader. The RA works to create community on their floor/building that is welcoming, safe, and conducive to success of the residents both academically and personally. The RA position requires RA staff to assist in enforcing Housing and Residence Life policies as well as the University of Memphis Student Code of Rights and Responsibility. RAs are selected for the position based on leadership potential, interpersonal skills, sense of responsibility, understanding of campus life, and excitement to learn.

## General Resident Advisor Responsibilities

Typical RA responsibilities include but are not limited to:

- Build a positive and Inclusive community amongst residents
- Plan/Organize and facilitate floor programs
- Refer residents to campus resources (Academic, Social, Personal)
- Adhere to and enforce University and Housing and Residence Life policies
- Participate in an on-call rotation for your building
- Help resolve roommate conflicts
- Assist in managing facilities through routine inspections, rounds, and reports
- Assist with Building Opening and Closing each semester
- Attend RA Trainings
- Role model academic success
- Assist with crisis response and crisis management under guidance of supervisor
- Attend weekly meetings with supervisor
- Write/Complete incident reports
- Assist students with needs
- Assist at the building front desk when needed

**Minimum Job Qualifications**

- Maintain a cumulative and semester GPA:
  - 2.50 GPA for undergraduate students
  - 3.0 GPA for graduate students
- RAs are required to maintain full-time student status (12 credits for undergrad student or 6 credits for graduate student) each semester of employment unless prior approval is received from Assistant Director of Housing and Residence Life.
- Remain in good conduct standing both with Housing and Residence Life and with the Office of Student Accountability during the duration of employment.
- Fulfill all RA position responsibilities as stated in the RA positional contract
- Hold the RA position as the primary non-academic activity and hold no other paid position during the RA employment period.

**Resident Advisor Time Commitment**

Due to the unique nature of the RA position responsibilities, it is difficult to provide a specific breakdown of how time will be spent in the role each day or week. HRL asks that RA staff members commit to dedicating an average of 20 quality hours per week, between the hours of 4:30 pm and 8am, to spend time building community with residents, hosting programs, addressing resident concerns, and attend staff meetings.

Because the RA position can be time intensive, HRL asks that all non-academic commitments/involvement require prior consultation with the supervising Residence Life Coordinator in concert with the Assistant Director of Residence Life of your area. It is the responsibility of the RA to seek approval prior to committing to roles/time commitments outside of the Resident Advisor position.

The following are some limitations currently in place regarding outside time commitments:

- RAs may not hold outside/additional employment on or off campus during the academic year.
- Due to the time commitment, RAs are asked to speak with their supervisor in concert with the Assistant Director of their area prior to participating in recruitment/intake to a social/academic/service sorority of fraternity, campus theatre productions, unpaid internships, student teaching, or executive leadership roles in a student organization.

**Benefits:**

Non-Financial Benefits:

- Leadership development
- Opportunities for team work as well as independent work
- Improved communication skills
- Experience working with a diverse group of individuals
- Transferrable career skills

Financial Benefits:

- As part of their compensation package, Resident Assistants are awarded a housing scholarship covering the cost of their assigned room within their area of responsibility, representing an estimated value of $850 per month.
- A meal plan scholarship for on-campus dining while employed as a Resident Advisor (a $1,398.40 per semester value on University of Memphis Main Campus or $975 per semester on University of Memphis Lambuth Campus)
- Monthly Stipend of $280