



# Returning Resident Advisor

Application Information

2024-2025 Academic Year

Dear Returning Resident Advisor (RA) Candidate,

Thank you for your interest in re-applying for a RA position. The Department of Housing and Residence Life (HRL) at the University of Memphis appreciates your commitment to serving your fellow students and your dedication to the work that HRL does.

As HRL continues to transition and grow to support the needs of those we serve, we are excited to share information about the RA position outlined in this document.

In this packet of information, you will find the HRL mission statement, the RA job description, and information about the Returning Resident Advisor application.

Some things you should note about the Returning Resident Advisor application process:

- Being selected for another year is not guaranteed, as Resident Advisor employment are yearly appointments
- Returning Resident Advisors selection will be contingent upon the following:
  - A completed Resident Advisor Application
  - A Resident Advisor Interview
  - Review of all performance appraisals from your current RA position

For your convenience, the following dates to remember for the Resident Advisor application process:

- January 29<sup>th</sup>, 2024 – Resident Advisor Applications open at 12pm
- March 13, 2024 – **Resident Advisor Applications, Resume, and References are Due at 12pm**
- March 15, 2024 – RA Interview Day (by invitation only)
- April 1<sup>st</sup> 2024, – Conditional Offers will be made
- Late May 2024 – Official RA Placement will be sent to those who have received conditional offers
- June 3<sup>rd</sup> 2024 – Notification of Building Placement will be sent.

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 to me directly via email at [George.Hill@memphis.edu](mailto:George.Hill@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**

Resident Advisors (RA) 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 HRL 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 2.25 cumulative and semester GPA
- Maintain full-time student status (12 credits) 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
- Fulfill all RA position responsibilities as stated in the RA 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 5pm and 7am, 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 RLC and 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 RA 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:

- Housing assignment in assigned building of responsibility at no cost (a \$720 per month value)
- Meal plan for on-campus dining at no cost (a \$780 per semester value)
- Monthly Stipend of \$280