



Lead Resident Advisor

Application Information

2022-2023 Academic Year



Dear Returning RA Candidate,

Thank you for your interest in applying for a Lead Resident Advisor (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 for HRL does. We are excited you are interested in embarking in a potential new experience with us.

As HRL continues to transition and grow to support the needs of those we serve, we are excited to share information about the Lead Resident Advisor position outlined in this document. The Lead Resident Advisor position is a new position within Housing and Residence Life that will allow for students with Resident Advisor experience at the University of Memphis to step into a more senior leadership role, assisting the Residence Life Coordinator of their assigned building with building operations, professional development opportunities, and much more.

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

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

- Being selected for another year is not guaranteed, as Resident Advisor employment are semester appointments
- In order to apply for the Lead RA position, you must complete the Returning RA application
- Lead 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, here are several dates to remember for the Lead Resident Advisor application process:

- February 8, 2022 – Resident Advisor Applications open at 12pm
- March 2, 2022 – **Resident Advisor Applications, Resume, and References are Due at 12pm**
- March 19, 2022 – RA Interview and Group Process Day (by invitation only)
- Early April 2022 – Conditional Offers will be made
- Late May 2022 – Official RA Placement will be sent to those who have received conditional offers

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 avirag@memphis.edu.

We look forward to meeting you soon!

A handwritten signature in black ink that reads 'Amanda Virag'.

Amanda Virag
Associate 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.

Lead Resident Advisor (RA) Job Description

Lead 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 and fellow Resident Advisors. The Lead RA is supervised by the Residence Life Coordinator (RLC) of their assigned building. The RLC is a professional staff member of the department that lives and works in their building(s). The Lead RA spends a great deal of time getting to know their residents, and the other residents of their assigned area as well as serving in a leadership capacity in their building. The Lead 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 Lead 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. Lead RAs are selected for the position based on leadership potential, interpersonal skills, sense of responsibility, understanding of campus life, and excitement to learn. Lead RAs will also assist their RLC with building operations, professional development opportunities, and other leadership duties.

General Lead Resident Advisor Responsibilities

Typical Lead RA responsibilities include but are not limited to:

- Assist the Residence Life Coordinator of the building with administrative and leadership efforts in the building of assignment
- 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 2.75 cumulative and semester GPA
- Previous Resident Advisor position at the University of Memphis
- Maintain full-time student status (12 credits) each semester of employment unless prior approval is received from Associate 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 Lead 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 Lead RA staff members commit to dedicating an average of 20 quality hours per week, to spend time building community with residents, hosting programs, addressing resident concerns, and attending staff meetings.

Because the Lead 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 Lead RA to seek approval prior to committing to roles/time commitments outside of the position.

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

- Lead RAs may not hold outside/additional employment on or off campus during the academic year.
- Due to the time commitment, Lead 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 \$660 per month value)
- Meal plan for on-campus dining at no cost (a \$653 per semester value)
- Monthly Stipend of \$325