Resident Advisor Position Description

Applications for Main Campus Resident Advisor Positions will be open on January 14th, 2019 and close on February 22nd, 2019.

Applications can be found at: https://www.memphis.edu/reslife/about/residentadvisorposition.php

Position Overview & Summary of Job Function:
The position of student employee in the Department of Residence Life supports the mission of the department, which is: *Residence Life is committed to the enhancement of the academic and social endeavors within the University of Memphis and community through a holistic student development philosophy.*

This mission is enacted by 50 full-time staff and 3 graduate assistants, each tasked with different responsibilities to help students achieve their academic, career, and personal goals. Resident Advisors play an important role in facilitating student success.

Duties & Responsibilities:

- Responsible for programming and community development of floor or apartment unit of approximately 50 residents.
- Resident Advisors are required to attend the following training:
  - Fall Training: this usually involves the RA returning to campus a full week before the halls officially open.
  - Spring Training: this usually involves the R returning to campus a week before hall officially open.
- All RA’s must keep Tuesday and Thursday afternoon from 3P-5P open for staff meetings.
- Responsible for rotating coverage of the hall.
- Assist in communicating policies and regulations to residents, preparing reports and records, and being aware of the general condition and atmosphere of the residence hall.
- Share responsibility for maintaining the hall and necessary tasks related thereto.
- Communicate daily with your Residence Life Coordinator in order to provide uniformity in hall operations.
- Know students in hall, actively participate in all Residence Life functions. Visit students' rooms.
- Know what campus agencies are available to assist students who need special help.
- Participate in your Hall Council and RHC as directed by your Residence Life Coordinator.
- Assist with hall and area programming.
- Be in residence for fall and spring staff training for the term and through 6:00 p.m. the day following term commencement.
- Be prepared to respond to any emergency.
- Be employed by NO other campus or off-campus agency (this includes graduate assistantships and work scholarships).
• May not hold any position in a student organization, student teach, internship, pledge a fraternity or sorority, be a member of the marching band, or play in a varsity sport without written approval from your Residence Life Coordinator and Assistant Director.

• Respond to all other reasonable requests by the Department of Residence Life.

• Living on campus is required. A single, furnished room, utilities and local telephone services are provided.

• Abide by all University and Department rules, policies, and procedures.

• The RA position is a campus security authority, and is required by law to report crimes that you may observe, or that may be revealed to you.

• The RA position is a university mandatory reporter, who must report incidents of sexual misconduct, or whom a student could reasonably believe has this authority or duty.

**Position Qualifications (select and fill in all relevant to this position):**

• The minimum overall GPA considered for this position is 2.25 cumulative and semester.

• A student must be enrolled full-time for the semester during which they will work and will remain enrolled full-time throughout employment with the office.

• Must complete and pass a background check, administered by University of Memphis HR.

• A student must be in good academic, financial, and/or student discipline standing with the University.

• A student must be able to serve on a duty rotation for the building they are hired for, which consists of some nights and weekends

• A student must demonstrate strong customer service skills

• RA staff members are required to take the Residence Hall Counseling course their first semester of employment (permit will be given upon offer of position.)

• Training for each semester often conflicts with other campus leadership opportunities such as, but not limited to FROSH Camp Counselor, Study Abroad, NPC, IFC, and NPHC. You will not be able to fulfill the RA position if any other opportunity conflicts with training.

• Contracts are for one semester. Employment is contingent upon academic and job performance.

**Student Leadership and Professional Competencies:**

Students will have the opportunity to engage in work related activities which may increase their competencies in the following areas:

*Teamwork and Collaboration* – RA staff members work as a team in their building and collaborate frequently with other RAs and residents to build strong, vibrant communities on their floor and in their building.

Learning and Reasoning – In the RA position, RA have the opportunity to learn not only about the department of Residence Life and its operation, using reasoning to apply policy, assist residents, and develop understanding of how their work impacts the greater University of Memphis community.

Professional and Strategic Planning – The RA position often affords RA staff member the opportunity to build professional skills they can apply to their future career endeavors.

Self-Awareness and Personal Behavior – In the RA position, many RA staff members report learning great deal about themselves through interactions with their supervisors, peers and residents.
Leadership and Civic Responsibility – By leading a floor of roughly 50 residents, the leadership skills acquired in the RA position often promote growth in future goals and community engagement away from the position.

**Days and Hours Worked:**
RA staff members may work up to 20 hours a week, with responsibilities during afternoons, evenings, and some weekends.

**Required Training:**
Campus Security Authority, Mandatory Reporter, Bloodborne Pathogens, and department specific position training.

**Position Compensation:**
Resident Advisors are paid biweekly at a rate of $7.25 an hour. Resident Advisors will be provided a room in the building they are assigned at no cost, and will be provided a meal plan.

For more information or to submit materials contact:
Amanda Virag, Assistant Director for Residence Life
Centennial Place 175
avirag@memphis.edu

**Equal Employment Opportunity and Campus Safety**
Equal Employment Opportunity is the right of all persons to work and to advance on the basis of merit, ability, and potential without regard to race, color, national origin, sex, sexual orientation, genetic information, religion, disability, age or status as a veteran. The University of Memphis is committed to maintaining a learning and working environment that is free from discrimination, harassment and retaliation.

Information on The University of Memphis annual security report is found here: