

Wagner College Office of Residential Education  
**Resident Assistant Job Description**  
**2012-2013**

## MISSION

The mission of the Office of Residential Education is to support the Wagner College and Campus Life missions through fostering safe, respectful and inclusive residential community that supports and challenges student growth and development through educational, social and leadership opportunities.

## OVERVIEW

The Resident Assistant (RA) is a Wagner College student living in residence and responsible for a variety of duties pertaining to student and community development in a residential area. The nature of the RA position requires a positive attitude, the ability to create a respectful and safe community, and to appropriately represent the Office of Residential Education and Wagner College.

The intent of this document is to guide RAs in the performance of their job responsibilities and to outline expectations from the Office of Residential Education. The Office of Residential Education has the authority and responsibility to interpret this document, as well as to make changes as necessary to ensure the proper functioning of the Office and its staff. Supervisors are permitted to create stricter guidelines for individual staffs.

## QUALIFICATIONS

- RAs must be enrolled, with full-time status, at Wagner College. Enrollment as a full-time undergraduate student must be maintained throughout the application process, and throughout the term of employment.
- RAs are expected to hold a minimum cumulative Grade Point Average of 2.5 or higher. Candidates with a lower GPA will automatically be removed from the applicant pool. Good academic standing must be maintained throughout the term of employment. Transfer students may be offered a position contingent upon a 2.5 GPA from Wagner College at the end of the Spring semester.
- The RA position is a commitment for one full academic year. New candidates who expect to graduate or leave the College in December may not hold the RA position in their last semester so that continuity can be maintained for each floor/area. A re-hire process will occur each year through which current RAs may re-apply for the RA position for the following year.
- RAs must remain in good judicial standing with the College. An RA candidate's disciplinary status will be reviewed and considered during the selection process. Any policy violation during the term of employment may lead to termination from the RA position.
- RAs must be present for the entirety of all meetings, training periods, as well as opening and closing procedures in the residence halls:
  - **The dates for the 2012-2013 academic year are as follows:**
    - Monday, April 16, 2012 at 9:15 PM for a Welcome Event
    - Tuesday, May 1, 2012 for a First Staff Meeting and Contract Signing (time TBD)
    - **New RAs:** Saturday, August 11, 2012 at 5:00 PM – Monday, August 27, 2012 for RA Training & Hall Opening
    - **Returning RAs:** Monday, August 13, 2012 at 5:00 PM – Monday, August 27, 2012 for RA Training & Hall Opening
    - Weekly Staff Meetings (9pm every Monday)
    - All-Staff Meetings on the following Mondays at 9 PM:
      - September 10, 2012
      - October 15, 2012
      - November 19, 2012
      - February 4, 2013
      - March 4, 2013
      - April 15, 2013

- Availability to actively participate in a Residential Education departmental committee
- RAs must remain on campus until Friday, October 5, 2012 at Noon before Fall Break
- RAs must remain on campus until Tuesday, November 20, 2012 at 5pm before Thanksgiving Break
- RAs must remain on campus until Friday, December 14, 2012 at Noon to assist with closing residence halls for Winter Break
- RAs must be on campus Tuesday, January 15, 2013 at 5:00 PM – January 20, 2013 for Winter RA Training & Opening (all mid-year hires will be expected on Sunday, January 13, 2013 at 5:00pm – January 20, 2013)
- RAs must remain on-campus until Friday, March 8, 2013 at Noon before Spring Break
- Non-graduating RAs must remain on-campus until Monday, May 27, 2013 at Noon to assist with closing the residence halls after Commencement

## COMPENSATION

- A single room free of charge (room size may vary due to physical layout of buildings)
- A basic meal plan for the duration of employment. The meal plan is only provided when the dining halls are open. When RAs are on-duty during dining hall closures, RAs are reimbursed for meal expenses.
- \$150 monthly stipend to be paid on the 10<sup>th</sup> of each month (pick-up at the Business Office). The first paycheck will be available on September 10<sup>th</sup>, and the final paycheck of the year will be available on May 10<sup>th</sup>.
- Academic scholarships are reduced to the same amount as commuter students for any RAs receiving this type of financial aid because room and board are no longer billed to your account. If RAs have any concerns about changes in their financial aid package due to the RA position, please see a counselor in the Financial Aid office.

## GENERAL EXPECTATIONS

1. RAs are expected to maintain a positive attitude. An RA should be approachable for students and staff, positively reflect their hall, staff, the Office of Residential Education, and the College.
2. RAs are expected to be supportive of each other, other staff members, the Office of Residential Education, and the College in general. This includes respecting others' ideas and opinions, offering assistance to others in need, and participating in the life of their building, the staff, and the Office. Disagreements with College policy or College officials should not be discussed in public venues. If you have questions about how to address these concerns, speak to your supervisor about which venue is the best way in which to voice a concern.
3. Communication with and confrontation of fellow staff members is a requirement of a healthy staff and department. Confrontations should be done in a professional manner, and in most cases, in a private setting. Gossip should be minimized.
4. RAs are encouraged to remember that academic performance comes first. However, a balance between personal, academic, and professional lives must be found. RAs are expected to manage time wisely, and to properly plan their schedules to account for busy academic periods. Failure to properly plan academic, social, and personal commitments does not reduce or eliminate RA responsibilities.
5. Intra-staff dating is *not* prohibited. However, if such a dating relationship develops, the building supervisor(s) should be notified immediately. The supervisor(s) and RAs involved will work to ensure the relationship (in any stage, including an ended relationship) will not adversely affect staff dynamics. If intra/inter staff dating does occur, this does not diminish RA responsibilities. RAs should at all times role model qualities of a healthy relationship. If necessary, they should seek assistance from a supervisor or another professional staff member at the College.
6. RAs are discouraged from dating residents in their hall. If a dating relationship develops between an RA and any resident of the building, the supervisor(s) must be notified immediately.
7. RAs are permitted to be members of Greek organizations while holding the RA position. They *may not* serve as the RA for an organization to which they belong. RAs *may* hold leadership positions within Greek organizations; however, they *may not* serve as President of a residential Greek organization, due to the conflict of interest between the RA position and residential Greek communities.
8. RAs serve as role models at all times, both on and off campus. With that in mind, RAs are expected to represent

the Office of Residential Education appropriately. This includes maintaining their online profile (i.e. Facebook) in accordance with college policies and promoting a positive self-image online.

9. RAs are contractually restricted to working no more than 8 hours per week at an additional on-campus or off-campus job. All outside work commitments must be approved by the building supervisor. Other significant involvement on campus (athletics, theatre, clubs and organizations, etc.) may necessitate the limitation of outside work hours. The building supervisor, in consultation with the Director of Residential Education, will determine if outside commitments are significantly interfering with an RA's performance.
10. RAs are responsible for picking up their monthly \$150 paychecks from the Business Office on the 10<sup>th</sup> of each month.
11. All staff should be on time for scheduled meetings, office hours, programs, and events.
12. Ask for help if you need it at any time.
13. HAVE FUN!!!!!!

## COMMUNICATION

1. RAs are required to set up and maintain the college-issued e-mail account. RAs should check their e-mail at least twice a day and are required to respond to messages from staff and students within 24 hours of receiving them. RAs are required to utilize the Gmail calendar function for their class schedule and all Res Ed scheduled meetings and events.
2. RAs are required to check their RA mailbox daily.
3. Flyers distributed to RAs through the RA mailboxes must be posted on their floors three times per week. At certain times, RAs may be required to hand-deliver information to specific residents or to entire floors.
4. RAs are required to check their college-issued mailbox at least once a week.
5. RAs are expected to share their cell phone number with members of the Residential Education staff and should respond to messages within 24 hours of receiving them. RAs are required to sign up for the all-campus text messaging system to receive emergency messages from the college.
6. Supervisors may require RAs to utilize other communication methods (Moodle, instant messenger, etc.).

## PROGRAMMING

1. Formal programming must be substantial in nature and properly planned, advertised, and evaluated according to the departmental programming model. The supervisor will determine whether a program qualifies as substantial.
2. RAs are expected to complete all programming requirements and forms in a timely manner as outlined in the Community Development Curriculum.
3. The Office of Residential Education may require certain types of programming (sexual misconduct, fire safety, personal safety, diversity programming, etc.) to be completed by individual RAs or by building staffs. In most cases, these programs are *in addition* to the required programs, not in substitution of those programs.
4. The RA sponsoring the program must attend. RAs with a significant role in an event (i.e., musical concert, athletic event) where s/he would be unable to participate with her/his residents may not count such activities as programs.
5. The supervisor is authorized to approve a program, as well as to deny approval. Programs may be denied for several reasons, including failure to meet timelines, inappropriate content, excessive costs, and/or poor planning. Any expenses incurred for a denied program will not be reimbursed.

## FLOOR RESPONSIBILITIES

1. RAs are expected to be actively involved in the life of their floor and their residents. RAs should know all

resident names, room numbers, and items of interest and concern to residents within the first two weeks.

2. RAs are educators and should take every opportunity to teach residents about life issues, coach them through difficult times, and have an ultimate goal of helping each resident learn and grow.
3. RAs should treat each resident fairly, with proper respect, interest, and concern. RAs should understand the concepts of “friend vs. friendly”.
4. RAs should keep residents informed of relevant information about campus activities, programming, campus resources, and events on campus, on Staten Island, and in the world.
5. Generally, RAs should have a presence and be available in the building beyond simply being on duty. When possible, RAs should be visible in the building, leave her/his door open when in the room, etc. Additionally, most nights should be spent sleeping in the assigned room. RAs must confer with a supervisor before staying out of the hall for more than one night.

## DUTY

1. Duty begins every night at 8 pm and concludes at 8 am the following morning. The RA on duty must check in with the supervisor on call remain in the building/area the entire time.
2. Weekend duty begins at 8 pm on Friday/Saturday and concludes at 8 pm on Saturday/Sunday. The building must be staffed by at least one RA at all times. Other on-duty RAs may not leave campus.
3. It is expected that RAs will use the time to complete Residential Education related tasks. In certain situations, the RA on duty may be given specific assignments by the building supervisor to be completed over the weekend, however in most cases the RA should be interacting with residents and offering programs.
4. The primary RA on duty should always carry the building cell phone and other assigned equipment, including during rounds.
5. The RA on duty is expected to be in her/his room during duty hours. If the RA is away from the room, a sign should be posted where s/he can be found. RAs must answer all phone calls during duty hours.
6. Alcohol may not be consumed later than 3 pm the day of assigned duty, and the RA must not be intoxicated at the start of duty. Once on duty, no alcohol may be consumed. Alcohol may not be consumed at all during weekend duty. Alcohol may not be consumed by **anyone** in the RA’s place of residence while on duty.
7. The Residence Halls must have duty coverage during all breaks. There is a holiday duty rotation that will be set at the beginning of the academic year for the entire year.
8. RAs must maintain weekly office hours between the hours of 8am-8pm on weekdays to assist with administrative tasks, student concerns, maintenance, housekeeping, and power house needs as well as sit the desk in the absence of a DA. The number of hours is determined by building needs but generally varies from 3-4.

## POLICY ENFORCEMENT

1. RAs are expected to follow and enforce the policies outlined by the College and any additional policies established by the Office of Residential Education. If clarification is necessary, consult the building supervisor.
2. The position of an RA is one of support for residents and as a person responsible for the safety and well-being of those same residents. As such, RAs should not purposely seek out violations of College policies, but rather properly confront situations when they occur.
3. RAs are expected to treat residents fairly and with respect. All policies should be enforced for students, regardless of their relationship with an RA. RAs are expected to hold fellow RAs to the College’s policies. Failure to enforce College policies when other staff members are involved is a serious violation.

## RESIDENTIAL EDUCATION COMMITMENTS

1. Staff meetings will be held once a week (Monday evenings at 9:00 PM). Meetings will rotate (every few meetings) between a hall staff meeting led by an RD and an all-staff meeting led by the department. The meetings will typically last an hour, but may run as long as two hours.

2. RAs are expected to arrive at staff meetings on time and prepared. Each RA should always bring a pen/pencil, a notebook, a calendar/date book, and whatever work was assigned by the building supervisor.
3. Every RA will have biweekly one-on-one meetings with her/his supervisor. These are required meetings.
4. RAs are required to arrive early for training periods in both August and January.
5. RAs are required to assist when the residences are opening and closing, whether for temporary breaks or at the close of each semester/academic year. Each RA is required to take a holiday/break duty period. RAs are expected to remain in residence a minimum of 24-hours after the final closing of a building/area.
6. RAs are required to become involved in the operations of the Office of Residential Education. A variety of options from which to choose– including participation in College and departmental committees, etc. – will be made available for RAs. Each RA is encouraged to serve on at least one Residential Education committee. Other events sponsored by or required by Residential Education (housing selection, committee meetings, recognition dinners, commencement responsibilities) are mandatory.
7. RAs must be available to serve on a duty rotation during Homecoming and Songfest weekends.
8. Other duties may be assigned as unforeseen situations arise.

## ALCOHOL AND DRUGS

1. Residential Education encourages RAs to consider making low-risk choices in regards to alcohol consumption. In general, RAs under the age of 21, like any other Wagner student, are not permitted to consume, procure or purchase alcohol. RAs over the age of 21 are allowed to consume alcohol with others who are also over 21.
2. No matter their age, RAs may not display obvious signs of alcohol usage, i.e., bar set-ups, display of empty containers, alcohol-related signage, etc.
3. Any alcohol consumption by RAs should adhere to the College's Alcohol Policy, especially in reference to location, serving alcohol to minors, reasonable use standards (type/amount of alcohol, drinking games), public intoxication, etc.
4. Illegal drugs or the illegal use of legal drugs is prohibited.
5. RAs, regardless of age, are not permitted to consume alcohol with graduate or professional staff in Residential Education.

## SIGNATURE

I accept the RA position for the 2012-2013 academic year, and in doing so, I agree to meet the expectations outlined in the Resident Assistant Contract.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGN NAME

\_\_\_\_\_  
DATE