

## Resident Assistant Job Description

### **Objective:**

Resident Assistants are a very important part of Resident Life. RA's have direct and constant contact with students. The RA's primary responsibility is to act as a facilitator for the residents and to enhance the social, intellectual and cultural development of each individual. The RA delivers to the student the philosophy and policies of the Resident Life Office as well as NEO A&M College. The RA also serves as a positive role model and "tour guide" through residential life at NEO.

### **Immediate Supervisors:**

The Resident Assistant works under the direct supervision of the Resident Director.

### **Job Requirements:**

- Maintain a minimum 2.0 GPA, cumulative and semester. Must also be enrolled as a full time student of NEO, 12+hours and attend class on a daily basis. RA's who fail to meet these requirements during their employment will be terminated.
- RA floor assignments will be determined by the Resident Director and may be reassigned at any time during the academic year.
- RA's are expected to explain, enforce and support Resident Life and College policies and procedures. Failure to do so will result in immediate dismissal.
- RA's are expected to act as a positive representative of the office of Resident Life at all times.
- Due to the nature of the position RA's must be willing to accept all other duties as determined and assigned by the Resident Director and the office of Resident Life.
- RA's are expected to be available in the dorms during opening and closing of Resident Halls.

### Specific Responsibilities:

1. Within the first 2 weeks of school, know all the students on your floor.
2. Hold a floor meeting once a month.
3. Respect and maintain the **confidentiality** of staff and students.
4. Be aware of campus and community agencies that may provide a service to the students.
5. Attend and participate in staff training.
6. Attend regular staff and hall meetings.
7. Remain on campus for scheduled weekend shifts.
8. Discuss all outside activities with Resident Director in terms of your time management and employer commitment.
9. Immediately report all emergencies and serious situations to your Resident Director.
10. Attend and participate in Resident Life meetings and functions.
11. Be available for special College and Resident Life events such as Homecoming, Halloween, Family Day, Spring Fling, etc.
12. Complete tasks such as check-in, checkout, maintenance request, incident reports, etc and other duties as assigned by Resident Director.
13. Facilitate programs on your floor.
14. Report and document all discipline situations to the Resident Director.
15. Enforce and explain school policy and procedure.
16. Remain on campus a minimum of 2 weekends a month.
17. Assist Resident Director in maintaining accurate floor plans.
18. Attend one of the Leadership Trainings provided by the Resident Life Office.
19. You will be evaluated at the end of the semester on job performance, class attendance, cumulative and semester GPA, paperwork documentation etc. This evaluation will determine if you will stay on staff as a resident assistant the following semester.

I have read and understand the responsibilities and expectations of being a Resident Assistant.

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Student Signature

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ID#

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Date

## Resident Assistant Application

NAME: \_\_\_\_\_  
                                LAST                                  FIRST                                  MIDDLE

SSN: \_\_\_\_\_                                  DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
                                PERMANENT                                  CITY                                  STATE                                  ZIP

LOCAL ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_                                  LOCAL PHONE: \_\_\_\_\_

Extra Circular activities: club, organizations, or athletics.

\_\_\_\_\_  
\_\_\_\_\_

Why do you feel you can do this job? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many hours do you plan to carry next semester? \_\_\_\_\_

How will you handle a student with a serious problem: suicide, illness, personal issues, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you be available seven days prior to school starting for training? \_\_\_\_\_

Do you currently have any disciplinary sanctions in your file? \_\_\_\_\_

If so please, explain: \_\_\_\_\_

**Are you aware that:**

(Please initial after reading)

RA's must work evenings and weekends. \_\_\_\_\_

RA's must discuss outside employment with Resident Director. \_\_\_\_\_

RA's must attend regular meetings. \_\_\_\_\_

RA's must enforce rules and be available to help students or staff 24 hours a day, seven days a week. \_\_\_\_\_

RA's must plan floor activities and be involved in Resident Life Council activities and other campus functions. \_\_\_\_\_

RA's must maintain a 2.0 GPA and not have or receive any write-ups. \_\_\_\_\_

RA's must remain on campus a minimum of 2 weekends a month. \_\_\_\_\_

**Employment History:**

Previous work experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If so, where? \_\_\_\_\_

May we contact your employer? Y N Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

**Special Instructions:**

**You must submit three letters of recommendations with your application.** You should include, if possible, instructors and/or faculty or staff members of NEO. You may also include a reference from a current RA. Attached to this application is a job description for the position. Read this job description carefully and sign where indicated. Make sure this form is also attached to your application before submitting it for consideration.

ANY APPLICATION INFORMATION RECEIVED AFTER THE DEADLINE DATE WILL BE CONSIDERED ONLY AFTER ALL OTHER APPLICATIONS HAVE BEEN REVIEWED.