

Eastern Illinois University
University Housing and Dining Services
Resident Assistant Job Description

The Resident Assistant (RA) is an integral part of University Housing and Dining Services at Eastern Illinois University. They are the staff members who have the most direct and constant contact with our students. Their primary responsibility is to act as a facilitator for the residence hall community and to enhance the social, educational, spiritual, intellectual, physical, vocational, cultural, and environmental development of each of their residents. The RA represents UHDS and acts as a role model for students. Six of the basic roles of the RA are: 1) Community Facilitator, 2) Referral Agent, 3) Team Member, 4) Administrator, 5) University Representative and 6) Educator/Programmer. The RA is responsible to the residents, Resident/Complex Director, and/or the Associate Resident Director.

1. Community Facilitator

- A. Be available and accessible to floor residents. RAs should plan weekly contact hours with residents.
- B. Know all of their residents by name within the first three weeks of each semester.
- C. Hold at least one floor meeting per month in consultation with floor officers in accordance with hall policies.
- D. Assist students with personal, social, and academic problems.
- E. Assist in the development of an educationally supportive living environment by providing effective, educational activities, and consistent monitoring of the floor environment.
- F. Respect and maintain appropriate staff and student confidentiality.
- G. Encourage personal responsibility on the part of every floor member.
- H. Welcome each resident at the beginning of each semester and any new residents, by providing floor and door decorations.
- I. Participate and involve residents in all orientation activities.
- J. Actively support and encourage participation in Hall Government, RHA, NRHH and their events.
- K. Serve as a communication link between the residents and the University Housing and Dining Department. Provide feedback to Dining Service employees and Building Service Workers.
- L. Recognize the various backgrounds, experiences, and values present on the floor. Plan community building activities that help residents understand and accept each other.

2. Referral Agent

- A. Report all emergencies and serious situations to his/her supervisor.
- B. Be familiar with all campus and community resources to assist residents with problems.
- C. Act as a referral agent for students to different campus and community resources.

3. Team Member

- A. Attend and participate in all staff training and in-service sessions. These dates include but are not limited to:
 - A. Student Staff Fall Training
 - B. Student Staff Spring Training
 - C. In-Service Training programs as provided by University Housing and Dining Services. (Usually bi-weekly or monthly)
- B. Attend all weekly staff meetings and contribute to the efficient functioning of the hall.
- C. Help develop a staff community which includes Building Service Workers, Desk Assistants, Dining Service Staff, Night Assistants, and all other student staff who work in the department. Display a positive attitude and be supportive of other staff members.
- D. Participate in the recruitment, selection, and training of RAs, ARDs, RDs, CDs and Central Staff members.

4. **Administrator**
 - A. Be available for and participate in the opening and closing of residence halls as follows:
(These dates may be subject to change during the course of the academic year.)
 - A. Fall Semester Opening
 - B. Thanksgiving Break
 - C. Fall Semester Closing
 - D. Spring Semester Opening
 - E. Spring Break Closing
 - F. Spring Semester Closing
 - B. Assist with year-end closing activities. RAs will be required to remain in their building until the building has been officially closed per UHDS staff guidelines.
 - C. Be available for special staffing assignments, such as Welcome Week, Family Weekend, Homecoming, Halloween, St. Patrick's Day, and Finals Weekends.
 - D. Participate in weekly and weekend building duty rotation. Duty coverage has been predetermined according to the UHDS guidelines and posted on a schedule established by the supervisor. Hall coverage extends from 6pm until 8am the following morning.
 - E. Complete the following administrative tasks in a timely fashion: check in, check out, room condition reports, buff cards, maintenance requests, shak attacks, surveys, behavioral complaints, and other tasks assigned by your supervisor.
 - F. Be familiar with and knowledgeable about all the information in the RA Manual.
5. **University Representative**
 - A. Actively confront and document all disciplinary situations.
 - B. Uphold the policies and programs of Eastern Illinois University.
 - C. Explain and enforce all University and Residence Hall policies and procedures.
 - D. Provide factual, accurate information in all community complaints within 24 hours of the incident.
 - E. Demonstrate exemplary behavior at all times.
 - F. Cooperate with and support other staff members.
6. **Educator/Programmer**
 - A. Provide quality programming as defined in the Resident Assistant Manual.
 - B. Actively participate and support campus and departmental programming efforts.
 - C. Conduct evaluations and provide feedback regarding programs.

***Compensation Package As of 9/1/05:**

An RA will receive compensation of full room and board 15+ meal plan, voice mail, and a stipend of \$130.00 per month for satisfactory service as a Resident Assistant. **Please note that the compensation package for the RA position may be considered financial aid and may affect your financial aid package. RAs may not be employed in any other capacity off-campus. An RA may work for another outside employer during Fall Break, Thanksgiving Break, Semester Break, and Spring Break. Resident Assistants may hold one additional on-campus job that does not exceed a total of 3 hours per week, with the advance written approval of their Associate/Resident/Complex Director. Exceptions will be considered by the Residential Life Management Team if there is a direct academic connection with the outside employment opportunity.**

EIU is an Affirmative Action and Equal Opportunity Institution and affirms its commitment in all programs and activities to non-discrimination on the basis of color, religion, sex, age, sexual orientation, marital status, disability, national origin, and status as a disabled veteran or Vietnam Era Veteran.