

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 develop a positive relationship with their residents and act as a facilitator for the residence hall community to enhance the academic, professional, and personal success of each of their residents. The RA represents Eastern Illinois University and acts as a role model for students. Six of the basic roles of the RA are: 1) Community Facilitator, 2) Educator/Programmer, 3) Team Member, 4) Administrator, 5) University Representative and 6) Referral Agent.

1. Community Facilitator

- A. Be available and accessible to learning community residents. RAs should plan weekly contact hours with residents.
- B. Administer the goals and learning objectives of the Panther Success Initiative (PSI) residential curriculum.
- C. Know all of their residents by name within the first three weeks of each semester.
- D. Hold learning community meetings as needed in consultation with learning community officers in accordance with hall policies.
- E. Assist students with personal, social, and academic problems.
- F. Assist in the development of an educationally supportive living environment by providing effective, educational activities, and consistent monitoring of the learning community.
- G. Respect and maintain appropriate staff and student confidentiality.
- H. Encourage personal responsibility on the part of every floor member.
- I. Welcome each resident at the beginning of each semester and any new residents, by providing floor, bulletin board, and door decorations.
- J. Participate and involve residents in Prowl activities.
- K. Actively support, collaborate, and encourage participation in Hall Government, RHA, NRHH and their events.
- L. 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.
- M. Recognize the various backgrounds, experiences, and values present in the learning community. Plan community building activities that help residents understand and accept each other.

2. Educator/Programmer

- A. Provide quality programming in accordance to the Panther Success Initiative.
- B. Actively participate and support campus and departmental programming efforts.

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
- B. Attend all weekly meetings (staff, hall council, and 1-on-1's) 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, Faculty Fellows 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.
- E. Participate in House Calls Programs, Faculty Fellows, and Operation Lock Your Doors.

4. Administrator

- A. Be available for and participate in the important events 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
 - g. RA Selection Process
- 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 Prowl, Family Weekend, Homecoming, Halloween, 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, incident reports, 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 in a timely fashion.
- 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. Cooperation with and support other staff members.

6. 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.

***Compensation Package as of 9/1/10:**

An RA will receive compensation of full room and board 15+ meal plan, voice mail, and a stipend of \$140.00 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 during the academic year. 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.