

### **Resident Assistant – Position Description – Fall/Spring 2022-2023**

The Resident Assistant (RA) position focuses on enhancing the quality of life in the residence halls by promoting a safe and respectful environment for all students. RA's are attentive to the safety and security of residents, help foster an inclusive and welcoming community, and provide social and academic support. An RA must be flexible to assume a variety of roles and are an integral part of creating a positive environment for students to develop independence and learn to live cooperatively with others.

#### **Position Responsibilities:**

**Community Development** – RA's help to create programs and activities to encourage community involvement and meaningful interactions. RA's will be responsible for helping the Director of Student Life plan and host activities and events. RA's from all halls will collaborate to plan events or a series of activities to include all three halls, and DCB students living off-campus. Activities and events may be as often as once a week. Routinely RA's will be asked to assist with various tasks and projects.

**Resource and Education** – As a peer helper, RA's help connect residents to campus services and serve as referral agents to other campus resources.

**Policy Enforcement and Safety** – RA's are attentive to hall safety and security, as well as ensure residents follow College and Housing policies. RA's should be able to address situations to the resident, and document infractions to the Head Residents and Security Office. RA's on duty may be required to assist the Security Office if safety concerns or issues arise. RA's will be required to walk the halls for security checks during office hours and while on-call.

**Administrative Tasks** – RA's will be required to be available to assist residents with questions, concerns and submit maintenance and repair work orders to the Physical Plant. RA's will complete weekly hall reports on incidents and activities, and assist with student/resident check-in and check-out. RA's will be responsible for picking up mail daily to distribute within their respective residence halls. Mail is to be picked up and distributed by no later than **2pm**, Monday through Friday, excluding holidays.

**Quarantine Responsibilities** – In the event that quarantine rooms need to be utilized on campus: RA's will assist in bringing meals to quarantined students, help move personal belongings and supplies to a quarantine room, and coordinate homework assignments with instructors or peers.

#### **Availability:**

RA's will be required to attend one week of training prior to residents moving into housing. RA's are expected to move into their respective halls August 14<sup>th</sup>, 2022 and to commence training August 15<sup>th</sup> through 20<sup>th</sup>. RA's will assist and coordinate student check-ins August 20<sup>th</sup> through 22<sup>nd</sup>. RA's are required to remain on campus until all hall residents have vacated after the end of the spring semester. Students will check out of their rooms the weekend of May 13<sup>th</sup> – 15<sup>th</sup>, 2023. Many resident's remain on campus over holiday weekends. One RA from each hall will need to remain in the dorm over each holiday weekend. RA's will coordinate with their respective Head Residents to prepare monthly office hours and on-call schedules, this includes planning a schedule that does not conflict with athletics, and requesting personal days/nights and weekends off. Once a schedule has been made, all changes must be

approved by the Head Resident. RA's are expected to find their own replacement for their shifts, and to make up the hours at a future time. RA's must give at least one week notice for scheduling changes to be approved. RA's are expected to work no less than 20 hours per week to maintain room and board compensation, (including program and activity planning and coordination).

### **Desire Skills and Qualities:**

Resident Assistants must possess leadership qualities, organizational skills, effective communication skills, be outgoing and demonstrate a positive attitude. RA's will be expected to follow instructions both written and oral, act as role models to fellow students, and set a good example by following and upholding the rules of the residence halls.

### **Requirements:**

To be eligible for the Resident Assistant position a student must:

1. Have a cumulative GPA of 3.0 or higher.
2. Have attended DCB for at least one semester and lived in campus housing.
3. Reside in the hall where they work as a Resident Assistant.
4. Provide at least one personal and professional reference.
5. Be in good social standing with the college and have no disciplinary sanctions against them.
6. Must pass a standard background screening check.

### **How to Apply:**

Please submit a copy of your current resume detailing your employment history, leadership experience, and extracurricular activities.

Please attach a cover letter describing why you are interested in becoming an RA, and what strengths you possess that you believe will make you successful in this position.

Two References are required with phone numbers. References may be a faculty or staff member, work supervisor, coach or personal reference. Be prepared to provide additional references if requested.

Please include your contact information: home address, phone number and email.

Applications with Resume, Cover Letter, contact info and references are due by April 1<sup>st</sup>, 2022 to the Director of Student Life. You will be notified via email upon receipt of your application and asked to schedule an interview. Resident Assistant positions for the 2022-2023 year will be appointed by May 1, 2022.

Application packets may be dropped off in person at Thatcher Hall Office 120B in Student Services, or sent via email to: [bridget.gustafson@dakotacollege.edu](mailto:bridget.gustafson@dakotacollege.edu).