

# Resident Assistant (RA)

## Residence Life Office

Cornell College

One-Course-At-A-Time

**Status:** Student Employment  
**Department:** Residence Life  
**Reports To:** Assistant or Associate Director of Residence Life

**Length of Employment:** Academic year  
**Division:** Student Affairs  
**Wage:** Stipend, \$2375/year

### Position Summary

The Resident Assistant at Cornell lives in the residence hall and serves as a leader, helper, and resource person for students. The RA serves as a critical link between the students on his/her floor, the Area Coordinator, and the Residence Life Office. The position requires being a representative of the college and a representative of student issues in the hall and across campus. The position is an outstanding leadership opportunity.

### Principal Duties and Responsibilities

#### Student Focus

1. Knows and interacts with all students on the floor.
2. Works with hall council members, Hall Council Advisors, peer advocates, and others in the hall to resolve conflict, creatively tackle issues facing the community, and plan and implement hall-wide programming.
3. Builds community and fosters interdependence of floor members by fulfilling programming requirements in an intentional and purposeful manner.
4. Assists student with academic, personal and social concerns, making timely referrals as necessary.
5. Creates an environment in which the needs and concerns of diverse populations of students are appreciated.
6. Promotes an environment that is conducive to academic and social development.
7. Mediates roommate conflicts.

#### Departmental Focus

1. Communicates and promotes the mission and policies of the Residence Life Office, Division of Student Affairs, and Cornell College.
2. Attends weekly RA staff meetings.
3. Attends weekly hall council meetings.
4. Attends and actively participates in spring and fall training, along with in-services and winter workshop.
5. Knows and abides by all rules, regulations, and policies of the residence halls and of Cornell (including *The Compass*, the Residence Life Handbook, and the Residence Hall Agreement).
6. Fulfills designated Residence Life collateral and/or committee responsibilities.

#### Administrative Focus

1. Submits community updates, documentation/incident reports and all other forms of paperwork according to timelines provided.
2. Opens and closes the hall during vacation periods and at the beginning and end of the year, including returning early to campus in the fall, staying later at winter break, returning early at the end of winter break and staying later at the end of the year.
3. Checks students in and out of the residence hall, including inventory and distribution and collection of keys at designated times throughout the academic year.
4. Enforces rules and regulations of the College, confronting inappropriate behavior in a timely, effective manner.
5. Shares confidential information with professional staff as necessary.
6. Other duties as assigned by the Residence Life Office.

#### Facilities Focus

1. Develops and maintains a good relationship with Facilities Management personnel, Campus Safety personnel, and custodial staff.
2. Submits requests and follows-up on maintenance for the hall.
3. Maintains an accurate room inventory sheet for each resident.
4. Reports vandalism, damages, and deteriorated physical condition of the floor, hall, or bathrooms to the Residence Life Office.

#### Duty Responsibilities

1. Participates in nightly rotating duty coverage from 7:00 PM – 7:00 AM.

## **Resident Assistant**

Page 2

2. Staffs the RA office from 8:00 PM-11:00 PM on duty nights.
3. Makes at least three rounds.
4. Responds to crisis situations, keeping the Assistant/Associate Director and Campus Safety informed.
5. Secures exterior doors at appropriate times.

### **Work Relationships**

Reports to and works closely with the Assistant or Associate Director of Residence Life. Daily contact with students. Represents Residence Life to parents, guests and members of campus community.

### **Qualifications**

1. Achieved sophomore status or the equivalence of two semesters of academic work.
2. A cumulative 2.5 GPA must be achieved and maintained while employed as a RA.
3. RAs are not permitted to hold any other paid employment off campus.
4. New RAs and RAs on first year floors are not permitted to student teach or participate in off campus internships during first block.
5. RAs are not permitted to student teach or participate in off campus internships during ninth block.
6. Being away from campus for more than one block is strongly discouraged.

### **Skills, Knowledge and Abilities**

Ability to influence, motivate and educate others. Good judgment, knowledge of self, problem solving skills, understanding of residents, time management, flexibility, good communications skills and a sense of humor. Ability to communicate effectively with students, faculty, staff and parents.

### **Remuneration**

The position provides a significant learning experience for students. RAs also receive a monetary award of \$2,375 and a single room at a double room rate. Failure to carry out the responsibilities or meet the expectations of the position may result in dismissal and/or reduction of remuneration.

### **Resignation/Termination**

Students who choose not to continue on as a Resident Assistant or who have their RA contract terminated for any reason will be required to move from their room, floor, and possibly the hall in which they were employed as an RA.