

# Resident Assistant (RA)

## Residence Life Office

**Status:** Student Employment  
**Division:** Student Affairs  
**Department:** Residence Life

**Dates:** August 2019 - May 2020  
**Reports To:** Assistant Director of Residence Life

### Position summary

The Resident Assistant at Cornell lives in the residence hall and serves as a leader, helper and resource person for students. The position serves as a critical link between the students within the Resident Assistant's assigned floor or area, the Assistant Director 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.

### Principal duties and responsibilities

#### *Serves as a resource to residents*

- Knows and interacts with all students within the assigned floor or area
- Communicates and promotes the mission and policies of the Residence Life Office, Division of Student Affairs and Cornell College
- Knows, abides by and enforces all rules, regulations and policies of the residence halls and of Cornell (including The Compass, the Residence Life Handbook and the Residence Hall Agreement)

#### *Develops community*

- Creates an environment where the needs and concerns of diverse populations of students are appreciated
- Promotes an environment that is conducive to academic and social development
- Supports hall council activities and events
- Promotes and supports Cornell College events and activities

#### *Provides initial support to residents*

- Assists student with academic, personal and social concerns, making timely referrals as necessary
- Mediates roommate conflicts
- Responds to crisis situations
- Works with Facility Services and/or CampusSafety staff to resolve maintenance issues and safety concerns

### Required skills, knowledge and abilities

The ideal Resident Assistant will be able to take initiative and think critically and creatively to solve problems and to make decisions. This person will be able to communicate with and relate to a diverse group of students to understand their individual needs and to help those students establish strong social networks as well as connect with the appropriate academic, social and health-related resources on campus. The ideal Resident Assistant must be able to work successfully on a team as needed, must be self-motivated to work independently as needed and must be flexible in living and working in constantly changing and unpredictable environment.

Because of the nature of the Resident Assistant role, we recognize that not all candidates will possess all of these skills at the time of application. As such, we look for candidates who demonstrate a commitment to learning and openness to receiving training and feedback from their supervisor and/or peers.

### Time commitments

- Participates in all trainings, staff meetings, committee assignments, openings and closings during the year
- Helps with major on-campus events (examples include New Student Orientation and Commencement)
- Staffs Residence Hall Olympics, RA conferences and housing selection processes
- Serves in a regular duty rotation (including Homecoming, Thanksgiving and Spring Breaks and block breaks)
- Has limited opportunity for additional employment on or off campus
- Is not away from campus for more than one block without prior approval from Residence Life

## **Resident Assistant**

Page 2

Because of the nature of the position, the Resident Assistant is expected to be a presence in their community, especially early in the semester, a time critical for the development of a strong residential community. Individuals who have significant time commitments that prevent them from participating fully in fall training, from being a strong presence in their communities early in the semester or from assisting during opening and/or closing are expected to discuss those time commitments prior to accepting the position. Such time commitments include but are not limited to student teaching, off-campus study opportunities and athletics.

### **Qualifications**

- Achieved sophomore status or the equivalent of two semesters of academic work by August 2019.
- Achieved a cumulative 2.5 GPA (both during the application process and throughout employment).
- Be in good conduct standing with the College and be able to pass a criminal background check

### **Remuneration**

Each Resident Assistant receives a room credit award of \$2,800 toward a single room billed at a double room rate. This room credit is applied in conjunction with other financial assistance that individual may be receiving (each Resident Assistant candidate is encouraged to meet with a member of the Financial Assistance staff to determine the impact, if any, on the student's financial aid). In the event that an Resident Assistant is away from campus for more than six days in one block, or if the Resident Assistant fails to fulfill the stated job responsibilities, Financial Assistance will be notified and the Resident Assistant will be expected to repay a portion of the room credit for the time the Resident Assistant is away. This includes time spent away for academic reasons.

### **Resignation/Termination**

Once the academic year has begun, a resident assistant who chooses not to continue in the position or who is removed from the Resident Assistant position for any reason will be required to move to a new room, floor and possibly the hall in which the student was employed as an Resident Assistant. Should this happen, Residence Life will notify Financial Assistance and the student's aid will be adjusted accordingly.

### **Confirmation**

By signing below I confirm that I have read and agree to the terms of the Resident Assistant job description. I understand that the job description above is not an exhaustive list of Resident Assistant tasks and other duties may be assigned.

I understand that Resident Assistants are expected to abide by all expectations set by Residence Life Professional Staff members during training and throughout the year. These items will be used as part of the evaluation process regarding my continuation in the Resident Assistant position as well as rehire consideration for the next academic year.

Furthermore, I understand my personal conduct should at all times be in conformity with the law and with College and Residence Hall policies. My personal behavior should reflect that I am aware of my responsibility as a positive role model. I further agree and accept that the appointment to the position of Resident Assistant may be terminated if I fail to abide by any of the above-mentioned conditions. I accept and am willing to fulfill the Resident Assistant role to the best of my ability.

Print name: \_\_\_\_\_ ID number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_