

JOB DESCRIPTION

Title: Resident Assistant
Reports to: Assistant Director of Residence Life, Area Coordinator
Department: Office of Residence Life
Compensation: Room Waiver, \$300 stipend per semester

JOB SUMMARY

The Resident Assistant (RA) is a 10 month para-professional employee of Hilbert College's Office of Residence. The RA will report directly to the Assistant Director of Residence Life or Area Coordinator dependent on the community they work in. Responsibilities include creating a positive living-learning community amongst the residence halls along with cultivating a community of safety and respect. The RA will be an integrated member of the Residence Life Student Staff, first responder team and embody Hilbert College's Franciscan identity.

ESSENTIAL DUTIES:

- Initiate, plan and organize 5 community focused programs each semester. One of the five programs will be in collaboration with other RAs for an all hall program. One of the five programs will be focused in community engagement by attending events with residents.
- Create community engagement items including one bulletin board a month on program model to meet the needs for Residents in residential community and two sets of door tag per semester for residents and staff member.
- Contribute to maintaining a positive living-learning community by assisting residents in completing roommate contracts, facilitating mediations and upholding all college policies.
- Report, respond and/or refer college incidents or concerning behaviors through appropriate channels and personnel. This includes sitting duty on nights and weekends to where staff member must stay on campus.
- Serve as a Campus Security Authority (CSA) which includes reporting Title IX and policy violations to campus officials while maintaining student privacy.
- Attend all Residence Life trainings, meetings along with other trainings hosted by Student Life and Campus Safety as necessary.
- Complete program proposals, evaluations, community reports and bi-weekly report to inform Area Supervisor of community updates.
- Have bi-weekly one-on-one meetings with Area Supervisor.
- Serve on Residence Life committees as needed.
- Support and engage in Residence Life initiatives including Hawks Take Flight, campus wide programs and staff programs.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS

- Maintain an overall 2.5 cumulative GPA
- Ability and desire to program, advocate and educate on student needs
- Ability to commit 20 hours/week to the Office of Residence Life

PREFERRED QUALIFICATIONS

- Resident Student for the 2018-2019 academic year
- In-depth experience and use of academic and student life campus resources

TERM

- August 12, 2019 to May 31, 2020