**JOB DESCRIPTION**

**Title: Resident Assistant**

**Reports to: Graduate Coordinator for Campus Involvement**

**Department: Office of Campus Involvement**

**Compensation: 70% of Single Room and Board, $300 Stipend per semester**

**Job Summary:**

The position of Resident Assistant (RA) is a 10 month para-professional employee of Hilbert College’s Office of Campus Involvement. RAs are supervised by the Campus Involvement Professional Staff. RAs are full time Hilbert College students living in the residence halls who strive to create a positive campus community to foster the academic learning, personal development, lifelong learning, and safety of all students. These will be achieved through programming, administrative duties, and serving as a Campus Security Authority (CSA) to the campus community.

RAs create interpersonal relationships with the students in their prospective areas and remain available, approachable, and relatable to residents to ensure they have a positive Hilbert College Experience. A successful RA embodies the Franciscan Spirit and values in their daily lives. RAs are expected to uphold the expectations and policies instituted by the Office of Campus Involvement and serve as a resource to all students.

RAs are expected to be all trainings, hall openings, closings and scheduled meetings.

**Administrative Duties and Relationship Building (30%):**

* Creates a welcoming community through attractive door tags and informative bulletin boards.
* Regularly assesses and reports the condition of the residence facilities.
* Submits all paper work, forms, and evaluations in a punctual manner.
* Educate students by serving as a resource to other campus departments, news, and events.
* Attend all weekly staff meetings, in-service trainings including workshops, and meet with your supervisor for individual supervision. Punctuality shows respect for other staff members and is required at all times.

**Programming and Engagement Responsibilities (30%):**

* Initiate, plan and organize programs each semester, as outlined by Campus Involvement.
* Assess and predict resident’s needs on a regular basis and program appropriately to fit those needs.
* Support and attend programs organized by other staff members.
* Creates intentional relationships with residential students.
* Assist (as required) in all major departmental events and operations.
* Encourage faculty, staff, and students to participate in program campus wide, including hall events.

**First Response Expectations (30%):**

* Contribute to maintaining a living/learning atmosphere conducive to studying by emphasizing quiet hours, common courtesy, sensitivity, and consideration of others.
* Understand, obey, and uphold all campus policies. Refer to the Student Handbook for residence hall and campus policies.
* Report incidents across campus as necessary in the manner assigned by Hilbert College
* Participate in a weekly on call rotation to respond to emergency situations.
* Serve as a Campus Security Authority (CSA) which includes reporting Title IX and all policy violations to campus officials
* Attempt to mediate roommate conflicts using restorative dialogue when necessary.
* Also, develop and monitor and uphold roommate agreement contracts.

**Other Duties as Assigned (10%):**

* The RA position is a pivotal component to the Residence Life department and residential experience at Hilbert College. RAs are asked to complete all other duties as assigned by the Office of Campus Involvement.

**Qualifications:**

* Full time student at Hilbert College for at least one semester prior to application.
* Leadership potential as evidenced by previous leadership experiences, recommendations, staff evaluations and potential as perceived by the observers in the group and individual interviews.
* In good standing with the College academically and behaviorally.
* A 2.5 overall cumulative average at the time of application. RAs are required to maintain a 2.5 GPA.
* Commit at least 20 hours a week to Residence Life responsibilities.

**Preferred Qualifications:**

* The student has lived on campus for at least one semester.
* Limited engagement in additional responsibilities including additional employment, athletics or leadership roles. Outside commitments should not exceed 10 hours per week. All additional responsibilities must be approved by area supervisor.
* Positively represent Campus Involvement and Hilbert College at all time.
* Be available and accessible to residents.