

# Resident Advisor Position Description

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## **I. Position Overview:**

The Resident Advisor (RA) position is a 20-hour per week, live-in, student leader position in Housing & Residential Education within the Division of Student Affairs at the University of Utah. RAs support the HRE goal of developing an inclusive and engaged community where all members thrive. RAs support residents regardless of race, class, gender, sexual orientation, religion, age, size, ability, and a variety of other aspects surrounding identity on campus.

Within a residential community, Resident Advisors work as a team with fellow student leaders to make residents feel at home on campus by assisting with development of the hall-wide community, residential learning model, administrative responsibilities, emergency response procedures, planned learning outcomes, and cross collaboration with Social Justice Advocates (SJAs) and the Residence Hall Association (RHA).

A Resident Advisor is supervised by and reports directly to 1-2 Resident Director(s) (RD) and/or a Graduate Assistant (GA).

## **II. Responsibilities**

### **Community Development Strategies**

- On an on-going basis, directly outreach and build relationships with 12 – 70 community members to support their success within Housing and Residential Education.
- Foster a culture of belonging by being present in their community (ie. using an open-door policy), establishing community standards, managing roommate agreements, leading community meetings, posting important information, and confronting behavior that harms the community, etc.
- Align all strategies with a Residential Learning Model to promote collegiate success, culture of belonging, and personal development.
  - Strategies are subject to change and adapt to uphold social distancing practices based on the on-going presence of the COVID-19 pandemic.
- Implement pre-made lesson plans using a variety of strategies such as community meetings, planned individual conversations (“U-talks”), door decorations/bulletin boards, and promoting/attending HRE and campus events.
  - Strategies are subject to change and adapt to uphold social distancing practices based on the on-going presence of the COVID-19 pandemic.
- Execute assessment techniques including logging information and recording data from outreach and attendance.
- Engage students and staff while being inclusive of identities (race, ethnicity, age, socio-economic status, gender identity/expression, sexual orientation, religion, country of origin, etc.).
- Support additional HRE strategies: Social Justice Advocates and Residence Hall Association.
  - Promote and attend all RHA opening events in August (approximately 3-5 events).
  - Promote and support the overall efforts of the Educational Initiatives team and attend the overall efforts of the Educational Initiatives team including SJA event promotion, Equity Lounge/Living Room attendance, and RHA board membership.
  - Promote, attend, and engage with all Promote & Gos put on by RHA and SJAs, including End of Year Bash, as assigned in the Residential Learning Model (approximately 6-8 events annually).
  - Strategies are subject to change and adapt to uphold social distancing practices based on the on-going presence of the COVID-19 pandemic.
- Develop and execute a signature event on a weekend evening in collaboration with their area team.
  - Responsibilities subject to change based on social distancing practices in the ongoing COVID-19 pandemic.

- Role model healthy behaviors- i.e. sleep, balancing academic and social life, class attendance, seeking care for mental health concerns, etc.
- In partnership with the Office of Admissions, support new student recruitment by attending and working Red, White, and U Day (mid-April) and other assigned recruitment events.

### **Supervision**

- As determined by the supervisor, meet as least bi-weekly for a one-on-one meeting.
- Attend weekly staff meetings on Mondays from 9:00pm-11:00pm, during the academic year, except during university closures or breaks. Time is subject to change based on review from the Student Leader Council and adjustments to course offerings by the Office of the Registrar.
- Discuss time off/nights away with supervisor. Resident Advisors are expected to be in the community no later than 2:00 am every night, including weekends, with a maximum of 18 nights away a semester.
- Follow the overnight guest policy as outlined by HRE; modifications due to COVID-19 are possible.
  - If guests are allowed, residents must register their guests in the Housing Portal and may have up to 10 guests per semester.
- Attend all scheduled trainings, including an intensive in-person training prior to fall semester from Sunday August 8, 2021 – Sunday August 22, 2021. These dates are subject to change based on updates to the academic calendar from the Office of the Registrar.

### **Administrative Tasks**

- Assist with Hall-Opening, Hall-Closing, Health & Safety Checks and other administrative protocols.
  - During opening, this includes working assigned shifts from August 15-22, 2021 and January 5-9, 2022
  - During closing, this includes working assigned shifts/tasks from December 12-19, 2021 and May 1-8, 2022
  - Responsibilities are subject to change based on the on-going COVID-19 pandemic, including operational support at diagnostic testing facilities.
  - These dates are subject to change based on updates to the academic calendar from the Office of the Registrar.
- Ethically use resident personal information, keys, building access, and uphold integrity with privacy practices for sensitive information.
- Complete necessary forms, and paperwork, including all tasks required for spending of HRE funds.
- Consistently check and promptly respond to e-mails and other forms of communication with supervisor(s) and other HRE team members.
- Other duties as assigned including: attending Student Leader Council, writing Of-The-Month nominations, and promoting the annual Resident Satisfaction Survey, evaluating and logging learning assessment data concurrent with the Residential Learning Model, etc.

### **Community Relations**

- Acquire working knowledge of residents and university resources and refer residents to appropriate resources to support their success.
- Maintain positive communication with residents, students, and professional staff including Housing & Residential Education Administrative Services staff, Facilities staff and Custodial Staff.
- Coordinate or represent the department on committees such as recruitment activities, interviews, Student Leader Council, Residential Learning Model Task Forces, or other projects as assigned and or/outlined.

### **Emergency/Crisis Response & Policies**

- Adhere to policies and procedures outlined in the Housing and Residential Education Resident Policies and Responsibilities, in addition to local, state, and federal laws.
- Serve on weekly/bi-weekly duty rotation in assigned residential community.

- Includes weekends and evenings throughout the school year, and may include break periods based on residential community assignment.
- Learn and execute policy enforcement protocols to address and document policy violations, submit maintenance work-requests, and implement emergency response as outlined in the Emergency Procedures Manual.
  - Foster a welcoming environment for all residents during assigned rounds times.
  - Remain in assigned coverage area throughout RA duty coverage.
- Understand and implement responsibilities as a Campus Security Authority and Mandatory Reporter.

### **III. Additional Requirements**

- Maintain full-time student status of at least 12 and no more than 18 undergraduate credit hours per semester, unless a credit hour exemption is requested and approved by HRE. For graduate level students, maintain at least 9 and no more than 12 credit hours.
- Serve for an academic year, from early-August to mid-May.
  - Specific dates subject to changes to the academic calendar from the Office of the Registrar.
- Maintain a commitment to collegiate success, including Grade Point Average expectations:
  - For all RAs maintain a 2.5 GPA (cumulative and semester).
  - For all RAs in First Years Honors LLC, Honors Thesis Mentoring LLC, maintain a 3.5 GPA (cumulative and semester).
- During the time as a student leader, remain free of any disciplinary sanctions imposed through the University conduct system in addition to local, state, and federal laws.
- Establish and maintain in good financial standing with Housing & Residential Education.
- Limit other employment and extracurricular activities to 15 hours or less including travel time. If 10 or more of these hours are worked at the Peterson Heritage Center front desk, MHC front desk, or Lassonde front desk or mailroom, then you are allowed up to 20 hours of extracurricular activities. All extracurricular activities and work commitments must be pre-approved through your supervisor(s).

### **IV. Compensation**

- Resident Advisors receive a credit toward their Housing U account to cover the cost of their assigned room.
- Student Leaders are responsible for any fee associated with optional services requested. (i.e. Bed Lofts)
- Meal Plan 15
- Residence Hall Association dues which are integrated into the Student Leader Council funding structure.

### **V. Additional Information:**

- Student Leaders are required to return to campus by 10am on Wednesday, January 5, 2022 to resume job responsibilities. All Student Leaders are able to return on Tuesday, January 4, 2022. These dates are subject to change based on changes to the academic calendar by the Office of the Registrar.
- Residential Areas remain open over University closures during the semester, including Fall Break, Thanksgiving Break, and Spring Break. RAs may be called to/assigned to serve on the duty rotation during these times and will be scheduled based on residential area.
- Only Lassonde Studios, Marriott Honors Community, Shoreline Ridge, and Benchmark Plaza, are opened during Winter Break including holidays. Resident Advisors for these areas must be asked to serve on duty during Winter Break to ensure duty coverage.
  - Kahlert Village is tentatively scheduled to be open for break housing during Winter Break based on resident need as we continue to adapt to the COVID-19 pandemic.
  - Break housing is not provided to RAs serving in Chapel Glen, Gateway Heights, Sage Point, and Officer's Circle communities.
- I understand that higher education, and the University of Utah, are in a difficult time due to COVID-19. If the pandemic prevents students from residing in on-campus facilities during the 2021-2022 academic year, HRE Student Leader roles may be impacted. Moreover, I understand that the ongoing effects of the pandemic could

result in Student Leader roles being furloughed or temporary task(s) changed based on staffing needs and this also could include relocation of assigned placement.