

Skidmore College - Office of Residential Life
Resident Assistant (RA) – Position Description – Spring 2020

RAs are integral to the general growth and welfare of each individual and community as a whole. RAs serve as peer role models for their fellow students, while acting as liaisons between their residents and the college administration. RAs will be present in their residential communities and accessible to their residents. RAs will respond to crises and troubleshoot conflicts as they arise. RAs are students of the college, and as such, must know and comply with the policies and procedures of Skidmore College and the Office of Residential Life.

DATES OF CONTRACT:

- The period of the contract is from Sunday, August 18, 2019 through Sunday, May 17, 2020.
- Return to campus for all Residential Life trainings, which include:
 - **Spring semester:** Monday, January 13, 2020 (by 4pm)
- Be present for all residence hall openings, which include:
 - **Spring semester:** Friday, January 17, 2020 – Sunday, January 19, 2020
 - **Spring break:** Sunday, March 15, 2020 by 2pm
- Remain for all residence hall closings, which include:
 - **Spring break:** Saturday, March 7, 2020 (up until 4pm)
 - **Spring semester:** Friday, May 8, 2020 (up until 4pm)
 - **Spring semester:** Sunday, May 17, 2020 (up until 4pm)

Community Building & Residential Education

- Cultivate an environment that promotes academic and social success.
- Promote an inclusive environment that respects each resident's sociocultural characteristics.
- Support and act as a resource for a group of students on a floor in a residence hall.
- Maintain an awareness of the attitudes and feelings of the floor community.
- Fulfill the residential education model requirements as outlined in the Residential Education Model.
- Complete all residential education paperwork within the timeline outlined.
- Assist the Office of Residential Life with departmental and campus-wide events
- Collaborate with fellow RAs, campus leaders, and offices.

Relationship with Residents

- Communicate with residents through email, door-to-door, programs, signage, hand-outs, etc.
- Advise students, within the limits of training and capability, and make referrals when appropriate.
- Know residents as individuals in order to promote and encourage involvement in College and community activities.
- Assist new students in transitioning to the College, its educational goals, philosophies, and traditions.

Relationship with RA Team

- Contribute to a supportive team dynamic with fellow RAs.
- Engage in mentoring relationships with fellow RAs.
- Attend a weekly staff meeting on Mondays from 8:30pm-9:30pm.

Relationship with Supervisor

- Report to an Area Coordinator (AC), maintaining regular communication concerning academic, social, and professional needs and developments.
- Report sensitive information to your AC.
- Comply with the requests of Residential Life Professional Staff and all emergency personnel.
- Attend bi-weekly one-on-one meetings with AC.
- Seek continuous help and support from your AC when you are struggling with the RA position
- Complete other duties as assigned by the Professional Staff in Residential Life to support the mission of the department.

- Comply with all additional assigned tasks and responsibilities from my supervisor including but not limited to: additional residents, tasks and requirements.

Training & Development

- Participate in all required residential life pre-semester and on-going trainings.
- Fulfill the RA development requirements as outlined in the RA Manual.
- Know and remain informed about college services and resources.
- Contribute to the RA Selection process.
- Participate actively in a chosen Residential Life Committee and attend all meetings.

Housing Operations

- Assist in all residence hall openings and closings.
- Conduct room visits and inspections as necessary.
- Complete and maintain Room Inspection Forms (RIFs).
- Submit and record work orders and facilities concerns as necessary.
- Report all facilities emergencies to Facilities Services or Campus Safety.
- Contribute to the Housing Selection process.
- Check your ORL mailbox weekly and hang received materials in a timely manner in your hall

On-Call & Enforcement of College Policies

- Serve as the on-call RA for respective residential area on a rotating schedule.
- Complete the on-call log as outlined in the RA Manual.
- Comply with the requests and directives of the Residential Life Administrator on-call.
- Enforce College rules, regulations, policies and procedures.
- Complete all Incident Documentation Forms (I-DOCs) within 24-hours.
- Report all emergencies to Campus Safety, and follow up with your AC.

Attitude & Demeanor

- Serve as an official representative of the Office of Residential Life, Division of Student Affairs, and Skidmore College.
- Role-model positive behavior and comply with college policies and procedures.
- Present a professional appearance on campus, off campus, and in online communities.
- Understand and utilize appropriate communication channels.
- Maintain resident privacy to the best extent possible.
- Assist in the critical evaluation of office practices, policies and procedures.
- Check and reply to emails daily pertaining to residential life duties.
- Attend and be punctual with all scheduled meetings and events.

RA Remuneration

- Single room housing credit/apartment housing credit (where applicable).
- Option to choose an adjoining single neighbor/apartment housemates (*this option may not be available after initial hiring*).

RA Terms of Contract:

- Read and abide by the Housing Policies and Student Code of Social Conduct, as found in the Student Handbook.
- Read and abide by all expectations, policies, and requirements as outlined in the RA Manual.
- Remain in good academic and social standing from the date of hire.
- Seek approval from supervising AC for any outside activity that may interfere with competent fulfillment of the responsibilities of the RA position.