The Resident Assistant (RA) is a paraprofessional staff member of the Division of Campus Residences and reports directly to the Residence Hall Director (RHD). RAs play an integral part in the overall operation of the residence halls. Primarily, the RA is concerned with the growth and development of each individual on his/her floor and the building community as a whole. Additionally, RAs are continually striving to enhance the quality of life for those residents.

Resident Assistants provide leadership for an undergraduate residence hall floor community. They are responsible for developing residence hall communities, providing personal and academic support to students, providing support for them to develop leadership skills and become involved in University activities. RA’s are members of a staff team with responsibility for responding to student, building, and campus emergencies, provide residence hall coverage, and implementing community, social, and educational programs.

**GRADUATE RESIDENT ASSISTANT**  
APARTMENTS: Chapin, Schomberg, West Apts.

Graduate Resident Assistants work individually and as members of a staff team to support upper class and graduate students, as well as students who are married, in domestic partnerships and have families living in apartments. They are responsible for providing personal and academic support to students, initiating social and community programming, and implementing educational workshops for students to promote a safe and healthy living environment. GRA’s initiate activities and services that support students balancing a variety of responsibilities to achieve a successful college experience while living on campus.

To be effective in the position, GRAs must be able to: demonstrate they are a credible academic and personal role model, be available and approachable to a diverse audience of students, take leadership for facilitating community development and developing activities within the apartment buildings, and demonstrate skill and competence in responding to behavioral concerns and incidents, and manage multiple administrative requirements.

The G/RA positions are unique as they offer an opportunity to develop skills and behaviors that will become valuable in a wide range of professions. Specific responsibilities of the G/RA position are listed below. However, additional responsibilities may depend on the needs of a particular college or residential building to which the G/RA is assigned.

**Overview of Position Responsibilities**

**Support for Students & Personal Role Modeling**
- Know the residents of your hall. Be aware of their personal, social and academic concerns to better assist them.
- Provide leadership by making choices that are consistent with being a positive academic and personal role model.
- Offer assistance to students by being familiar with and utilizing campus/community resources.
- Adjust their schedule so they can be visible and made available for their students that includes:
  - Assume responsibility for assuring that additional work and leadership commitments do not interfere with work responsibilities.
  - Maintain a regular presence on the floor and in the community being available to students with special consideration for availability during evening hours and the majority of weekends.
  - Participate regularly in building programs, events, and Hall Council and occasional participation in campus programs, events, and RHA meetings.
- Maintain confidentiality of student information and educate students regarding their expectations and limitations in reporting confidential information.
- Refer to your RHD any resident whom you perceive needs professional attention.

**Community Development**
- Educate community members regarding their rights and responsibilities as members of a floor, hall, and campus community.
- Encourage the establishment of behavioral standards within the community that promote the concept of common courtesy and consideration for others; including role modeling appropriate behavior and taking responsibility for their own actions.
Assess the needs of your residents on a continual basis.

Facilitate regularly occurring community meetings to provide information and revisit community norms and standards when needed.

Keep floor members informed of all pertinent information and deadlines; including posting necessary notices

Be objective and unbiased in interactions with students.

Be familiar with, enforce, and be able to explain Campus Residences and University policies and regulations and the University Judicial System in a positive manner.

Assist community members with resolving conflicts appropriately.

Support and encourage freshman students to participate in their assigned Undergraduate Colleges.

Be familiar with and communicate information about the campus dining services and meal plan options.

**Educational and Social Programming**

Initiate, plan and organize programs of social, educational, cultural and recreational nature with the following considerations:

- Develop and execute a programming plan for educational, social, and passive programs for each semester.
- Implement programs that meet the needs and interests of residential students.
- Provide programs that reflect the diversity of the residential student population.
- Meet established timelines for marketing, funding, and room reservations for programs.
- Plan programs that consider the safety and wellbeing of all participants and the residential community.
- Utilize appropriate department, University, and local resources with the prior approval of your supervisor.

Attend, encourage, and motivate residents to get involved in programs and activities including but not limited to Hall Council, Homecoming, Spirit Week, and 'Tis the Season.

**Student Behavior/Incident Response and Duty Coverage**

Recognize, respond, and report violations of the Student Code of Conduct and the Terms of Occupancy and federal, state, and local laws.

Assist with responding to student, building, and campus emergencies.

Be familiar with and communicate safety and emergency procedures.

Provide on-duty coverage when the residence halls are open and occupied that includes:

- Scheduling of an equitable duty schedule among all of the hall Resident Assistant staff for each academic semester.
- Available to respond to all student and community concerns during scheduled duty shifts
- Duty hours are as follows:

  **Duty Coverage (7 days a week)**
  Office Coverage - 7:00pm - 11:00pm
  Overnight 11pm - 8:30am (Phone Coverage)
  24-Hour Duty Coverage of Saturday and Sunday

- Provide support for early return, late departure, and break duty coverage in accordance with building needs. This includes, but is not limited to, Thanksgiving, intersession, and spring break.
- Follow all other duty procedures as outlined in Departmental guidelines and by your RHD.

**Administrative Management Expectations**

Complete assigned paper work and administrative tasks in a timely manner including all reports, records, and evaluations as requested.

Consistently check and respond to assigned University email account on a daily basis.

Receive prior approval from their direct supervisor and the department before committing to any significant responsibilities that require time away from the hall community (part-time work on/off campus, student leadership positions, University athletic team memberships, community service).

Be familiar with and be able to explain housing and maintenance procedures.

Utilize master keys only as outlined in established procedures.

Assist RHD with preparation of residence hall for opening and closing which includes RCRs, SCRs, occupancy verification, and damage billings.

Conduct Health & Safety inspections on a monthly basis and during nightly rounds while on duty.

Assist with scheduled and unscheduled fire alarms and other safety drills.

Adhere, understand, and familiarize residents with community safety, emergency and fire evacuation.
- Fulfill responsibilities with building opening and closing (check-in/out, room inspections, and communicating information).
- Participate in ongoing meetings and training including but not limited to the following:
  - Weekly supervision meetings with your supervisor
  - Weekly staff meetings with team members
  - Pre-semester training
  - Emergency meetings & training as determined appropriate.
- Report and document in a neat, timely and orderly fashion all incidents, concerns, and situations which threaten the health, safety and security of hall and college residents.
- Complete requirement as assigned by campus dining services as assigned by Campus Residences in conjunction with FSA.

**Interpersonal Skills/Paraprofessional Development**
- Exhibit effective listening and confrontation skills.
- Challenge yourself to achieve higher levels of awareness of people’s perceptions; maintaining appropriate sensitivity and awareness of cultural norms.
- Maintain a high level of customer service at all times.
- Recognize limitations and utilize appropriate resources.
- Follow-through on decisions.
- Use common sense and good judgment in decision making
- Balance time commitments.
- Be receptive to paraprofessional and personal development.
- Attend all meetings and training on time. All Resident Assistants are required to attend training as scheduled at the Quad and Division wide levels. This will include, but is not limited to, pre-service training prior to each semester as well as in-service training throughout the semester.
- All staff are expected to assist in the recruitment and selection of new Resident Assistants members. This includes identifying strong candidates and helping with the individual interviews and attending recruitment functions.
- Must address with a supervisor time commitments, conflicts, and difficulties in meeting position expectations PRIOR to the expected commitment.
- Participate in a supervisor led performance evaluation and community feedback opportunities during each semester of employment.

**Requirements and Eligibility of the RA Position**
As a member of the Residential Programs Resident Assistants, you are expected to conduct yourself in accordance with the goals, objectives and ideals of the Department of Residential Programs. Listed below are the general expectations of the Resident Assistant; specific expectations from supervisors will be discussed at the start of the position.
- Earn at least 12 credits (9 credits for graduate RAs) each semester.
- Be in good academic standing with the University.
- Candidates must have earned at least a 2.50 (3.0 for graduate RA) semester and cumulative grade point average at the time of application, and must maintain this GPA throughout their employment.
- All Resident Assistants must be in good disciplinary standing with the Division of Campus Residences.
- All Resident Assistant positions are for the one contract cycle which is indicated by the contract dates found on the Statement of Understanding & Acceptance. Please note that the actual start dates will be reflected in the statement of Understanding & Acceptance. The following are the basic contract months for a Resident Assistant:
  - Undergraduate Residence Halls: August – May
  - West Apartments: August - May
  - Chapin/Schomburg: August- July
- Successful candidates must be able to demonstrate previous relevant experiences and have the potential to continue to develop knowledge and skills in the following areas:
  - Consistent in displaying maturity, good judgment, emotional stability, resolving conflicts, and a willingness to accept responsibility.
Demonstrate good work habits including: balancing responsibilities, completing tasks as assigned, timeliness in their work and manners, and successful experiences working with a team.

Exhibits behavior of a successful college student including: successful academic work habits, a positive attitude toward learning, and engagement in collegiate life.

Reveals awareness and openness to learning about difference and successful experiences in establishing relationships and/or working in teams with individuals who identify themselves differently than the candidate.

Establish that they can successfully lead group discussions, facilitate group activities, mediate conflict, and participate in decision making.

Remuneration

- Housing Bedwaiver
- Meal Plan Stipend**
  - $125 - First Year RA (Apartment Meal Plan)
  - $200 - Second Year RA (Apartment Meal Plan)
  - $300 - First Year RA (Standard Meal Plan)
  - $500 - Second Year RA (Standard Meal Plan)

**In order to qualify for the meal plan stipend, each RA must attend one Executive Chefs Kitchen demonstration or assist with a large-scale Campus Dining/FSA Program each semester. Failure to participate in one of these events will result in a charge to your University bill for the amount of the applicable stipend.

- Bookstore/Campus Cash Accounts (which can be used at the University Bookstore, Seawolves Marketplace and the HSC Bookstore)
  - Twice per semester, $125 will be credited to the RA’s Bookstore Account and Campus Cash Account (totaling $500 per year).
  - Bookstore account credits will be applied to your account on/about September 15th and February 15th.
  - Resident Assistants can request a refund check through FSA, as long as there is at least a $20.00 balance on your bookstore account at the end of the program.
  - Campus Cash account credits will be applied to your account on/about November 15th and April 15th.
  - Campus Cash carries over each semester. An RA is only able to request a refund check when they are separating from the university (graduation, transferring schools, etc.) and have a balance greater than $20.00 on their Campus Cash Accounts.

- Double Occupancy Spaces
  - RAs assigned to double rooms will receive an additional credit of $200 per semester to account. This will come in the form of two $100 credits to their Bookstore account and Campus Cash accounts, totalling $400 per year. RAs in single rooms will not receive this credit.

Additional Benefits/Information

- Priority Registration (within their class year) beginning their 2nd semester of service (and every semester thereafter) during their tenure as an RA.
- Professional Development Opportunity (in services and the RA Conference).
- The RA position may affect your financial aid package.
- In the event you leave the RA position prior to the end of a semester, you will be charged a pro-rated fee for your housing costs.

Application Process

- Completed application packets (including printed application, cover letter, resume, and reference list) must be delivered to the Chapin Apartments Quad Office by Monday, February 4th, 2013.
- Questions should be directed to: GRAQAARecruitment@stonybrook.edu

Thank you for your interest!