Job Description: Resident Assistant

Compensation
1. Monthly Stipend: $90.00
2. Room and Board: The goal of Residential Living and Student Conduct is to provide RAs with a single room; however, periodically the office needs to assign a roommate to an RA that has been placed in a room accommodating two students. Each RA will receive a meal plan that includes 10 meals per week.

General Function
The Resident Assistant (RA) facilitates the social, academic, and personal adjustment of students to the residence hall and University. The RA develops a sense of community amongst residents as members of a floor, hall, and active participants in the Drexel and greater Philadelphia communities. The RA serves as a positive role model to residents and peer staff members. The RA enforces all rules and regulations listed in the Drexel Student Code of Conduct and University Housing Guidelines.

Minimum Qualifications
For the duration of employment, the candidate must have a minimum cumulative GPA of 2.5 and status as a full-time student at Drexel University. Candidates must hold no active sanction with Residential Living and Student Conduct during the entire period of employment.

Required Duties and Responsibilities
1. Attend and participate in weekly staff meetings.
2. Assist in the supervision of the residence hall, responding to all requests and emergencies during duty hours.
3. Attend and participate in fall training, Welcome Week, opening/closing of halls, and ongoing trainings throughout the year.
4. Contact the Assistant Director/Resident Director on behalf of students regarding issues of concern to the residents.
5. Be a presence on your floor and be available to residents on a regular basis.
6. Attend scheduled one-on-one meetings with the Assistant Director/Resident Director.
7. Maintain confidentiality of student situations and information.
8. Hold no active sanction with Residential Living and Student Conduct from time of hire and throughout period of employment. Failure to be in good conduct standing may result in job action, up to and including termination.
9. Perform other duties as assigned.

Community and Staff Development
1. Create a friendly, respectful, and welcoming environment and facilitate the building of relationships with residents from diverse backgrounds.
2. Maintain respectful and professional relationships with all members of the RLSC staff.
3. Coach and refer residents to the appropriate resource regarding personal and academic concerns and assist in adjustment to roommate and community living.
4. Design and implement floor events for residents to enhance the social, educational, and personal development of residents as well as connects them to the floor, hall, and university community.
5. Design and create door decorations at the beginning of each quarter.
6. Design and create bulletin boards as assigned by the Assistant Director/Resident Director.
7. Conduct floor meetings for the purpose of explaining rules and regulations at the beginning of each quarter.
8. Create an inclusive community for students of all ethnic, racial, cultural, gender identity, and religious backgrounds, encouraging better understanding of diversity and individual differences on the floor and in the hall.
9. Respond to all violations of rules and regulations and submit an Incident Report within two hours of the incident occurrence.

Administrative
1. Submit weekly Community Development Reports.
2. Conduct quarterly Safety and Sanitation inspections.
3. Assist in the opening and closing of the residence hall, requiring time prior to the beginning of fall quarter and time following the completion of spring quarter.
4. File maintenance requests for repairs and custodial needs on the floor.
5. Assess the physical condition of rooms before and after occupancy through preparing and filing Room Condition Reports.

On-Call
1. Participate in an on-call crisis response rotation, including weekends and holidays.
2. Conduct two rounds of the building on weekday nights and three rounds of the building on weekend nights to ensure the safety of all residents in the hall.
3. Complete the electronic duty log after each set of rounds.
4. Work with your supervisor to provide front desk coverage and perform the duties of a Desk Assistant as needed.
5. Respond to crisis as they arise by following the proper protocol and filing an Incident Report within two hours of the incident occurrence.