

Northeast Community College
2021-2022 Resident Assistant Position Description and Employment Expectations

Position Description:

This position reports to the Office of Residence Life and ensures a positive living experience for students and encourages student achievement in and out of the classroom. This is a part-time (under 20 hours a week), at will position. The compensation package for the Resident Assistant (RA) position includes a room fee waiver equal 100% of the 2021-2022 cost of a shared room. Resident Assistants (RAs) will comply with college policies and ensure resident compliance with all college and residence handbook policies.

Position Requirements:

Experience and Education:

1. Must be a student enrolled in at least 12 credit hours per semester.
2. Must always be in good academic standing (minimum GPA 2.5 cumulative) during employment.

Working Conditions:

1. Ability to relay information to others in person, over the phone, and/or electronically as needed.
2. Ability to sit in an office chair while operating a personal computer is required.
3. Ability to climb and descend stairs to perform security walks is required.
4. Ability to kneel, crawl, and/or squat to perform health and safety inspections and mail distribution is required.
5. Ability to carry up to 25lbs with or without assistance is preferred.
6. Some travel around campus will be required. Travel off campus may be required for training and professional development purposes.
7. Must be able to work nights and weekends as assigned.

Position Overview:

1. Community Development:
 - a. Develop position relationships with all residents, especially those in their assigned community area (wing/floor/buildings)
 - b. Provide quality social and educational programming in a safe and fun living environment
2. Policy Enforcement & Safety:
 - a. Respond to reports of policy violations or safety concerns
 - b. Stop the behavior and notify any necessary parties of the incident
 - c. Complete documentation of the incident and follow up as necessary
 - d. Report any concerns to supervisor or appropriate personnel
 - e. Dedicate 4 assigned hours to cover desk and serve as a Residence Life Student Safety Assistant during that shift
3. Emergency Response:
 - a. Assess emergency situations and notify appropriate personnel
 - b. Respond as trained for emergencies including calling emergency personnel, assisting with evacuations, and following up on students of concern
4. General Resource:
 - a. Be knowledgeable about the college experience, educational and campus resources, and college operations
5. Administrative Tasks:
 - a. Assist in the move-in, move-out, and closing processes
 - b. Complete forms such as incident reports, desk logs, program submissions, and others
6. Other:
 - a. Participate in all meetings, trainings and professional development opportunities as assigned. RAs will be required to return to campus up to 3 weeks prior to the start of the semester for training purposes.
 - b. Additional duties and tasks as assigned by the supervisor/department

Resident Assistant Initials: _____

Northeast Community College
2021-2022 Resident Assistant Position Description and Employment Expectations

Employment Expectations:

1. I understand, that regardless of my beliefs about the rules and regulations set forth in the Residence Life handbook, I am responsible for following all rules and regulations, as well as enforcing them. Safety is important and these rules have been put in place to ensure a safe and comfortable living environment for all students.
2. I understand that in any emergency that may arise throughout the course of my contract, it is my responsibility as a Resident Assistant to follow college procedures. I also understand that the scenarios provided in training or any manuals are not exhaustive but provide good guidelines should any serious incidents arise.
3. I understand that I will participate in weekly staff meetings, one-on-one supervisory meetings, floor meetings, move-in/move-out, and break closings.
4. I understand that as a Resident Assistant I will be a member of a staff that functions as a team. As a team, we will support and encourage each other, work, fail, forgive, and learn together. I will not be afraid to ask for help when I need it. I will always do my best, regardless of whether it will be publicly recognized. I will not write off my fellow teammates, recognizing that we're all human and will make mistakes – I will not define others by their failures. Teamwork is serving one another without seeking self-gain.
5. I understand that RAs must be College undergraduate students enrolled in degree granting programs with at least twelve credits and must be eligible to reside in a residence hall at the Northeast Community College on the Norfolk campus. RAs must resolve any academic or financial issues resulting in withdrawal from the College at least 14 calendar days prior to the commencement of the RA position in August and 7 calendar days prior to the RA spring semester training date.
6. I understand that RAs must have a minimum cumulative GPA of 2.5 at the time of hire to the position and by 30 calendar days prior to the start of fall training and 14 calendar days prior to the start of duties when starting the position at any other time during the year. If the RA does not meet minimum GPA requirements by these deadlines, their employment offer for that academic year will be rescinded. I understand that at the end of each semester, Residence Life will review all Resident Assistants' cumulative grade point averages. Between fall and spring semester, any cumulative GPA's that fall below a 2.5 will be reviewed, and based on extenuating circumstances, Residence Life will decide on the RA's ability to continue in the position for the spring semester.
7. I understand that Resident Assistants must be free of current student conduct sanctions and have resolved any pending conduct charges 14 calendar days prior to the commencement of RA duties in August or 7 calendar days prior to the commencement of duties when starting the position at any other time during the year. I understand that Residence Life will review conduct histories.
8. I understand that I will be responsible for fostering a community on my floor, within the building, and on campus. I also understand that this will involve planning social and educational programs and engaging in meaningful conversations with residents.
9. I understand that in order to foster community and a welcoming environment with my residents I should practice having an 'open door' policy, in which I inform residents that I am accessible and available to them in the event they need to discuss issues, problems, or seek necessary information for them to be successful on campus. I will also hold the required amount of community hours where I am openly visible and available for residents.
10. I understand that I will be expected to return to campus before Fall and Spring move-in. All RAs are expected to return in August for Fall training and in January for Spring training. I understand that I am expected to participate in the entire training and move-in period prior to the start of classes. Requests to miss any portion of either training or move-in must be submitted in writing no later than July 1, 2020 (for August training) or December 1, 2020 (for January training). Requests are only considered for academic courses, personal

Resident Assistant Initials: _____

Northeast Community College
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injury or illness, bereavement, or extenuating circumstances. If circumstances arise that necessitate a request to miss any portion of training or move-in after the stated deadline, the staff member should submit request for leave as soon as the circumstance is known.

11. I understand that RAs are required to remain in the residence hall until room inspections and/or move-out is completed prior to break periods as outlined in the College's academic calendar and Residence Life's housing contract.
12. I understand that I must be able to perform the duties outlined in the RA position description with reasonable accommodations.
13. I understand that the Resident Assistant position is a yearly appointment based upon evaluations and recommendations by the Residence Life Staff and the needs of the College. Resident assistant re-appointment will be visited on a yearly basis through a re-application process. Resident Assistant placement decisions are made based on each staff member's capabilities, strengths, interests, and the needs for the living environment. Assignments are subject to change at the discretion of the Office of Residence Life.
14. I understand that I may be terminated at any time if I do not comply with this agreement, or if I am negligent in the duties or behaviors identified in the RA position description. I further understand that I may be terminated immediately for gross misconduct or for other actions listed in these expectations. If termination or resignation occurs, I understand that I may be financially responsible for any remaining portion of my residence hall housing contract, and I may be reassigned to another residence hall room or building. In this case, I will not automatically be released from my housing contract in order to move off campus; I may be considered for a contract termination by the Director of Residence Life upon my request. I further understand that if I leave before my contract is fulfilled, I may be terminated from the position and be subject to all that applies in this termination section.

Resident Assistant Initials: _____