The Resident Assistant (RA) is a student staff member in the Department of Residential Life at SF State, a component of the Dean of Students unit within Student Affairs/Enrollment Management. The RA shares responsibility with other area staff members in providing a comfortable and educational living environment that, through a combination of services, staff support, and community involvement, encourages the safety, growth, and development of our residents.

RAs have a unique role within Residential Life representing the residents of our community and facilitating communication, serving as liaisons between those residents and the Department of Residential Life. RAs are responsible primarily for an assigned floor or area and report directly to the Area Coordinator (AC) of their living area. RAs are expected to actively represent their residents and to work toward improving responsiveness to residents. RAs are also expected to support, and implement, the policies and procedures of Residential Life and the University. Being an RA means being available, approachable, and always willing to help.

In keeping with the Chancellor’s Office guidelines, RAs are responsible for meeting all performance guidelines as described in the following position description. Performance will be formally evaluated by the supervising AC on a minimum basis of once per semester. RAs who fail to meet reasonable performance requirements may be asked to resign their positions.

QUALIFICATIONS

1. Undergraduate or graduate student in good standing with the university and possessing a **2.35 minimum cumulative Grade Point Average (GPA)** at the time of application and throughout the period of employment. Please note that GPA **does not round up**, any GPA below a 2.35 (2.349 or below) will make you ineligible for the position.

2. Full time academic status (12 units/semester - undergraduate and 9 units/semester - graduate) during period of employment. Exceptions must have prior approval of the ‘Director-level’ staff.

3. Minimum of one year residence in a college or university residence hall or apartment, or a similar group living experience such as a Greek house, co-op, or theme program prior to term of employment is preferred.

TERMS OF EMPLOYMENT

1. The Resident Assistant is expected to serve as a role model for all residential policies and procedures. **Failure to serve as a positive role model may result in personnel action up to and including dismissal.**

2. Maintain the required 2.35 minimum cumulative GPA throughout the term of employment and at least a 2.0 GPA each semester of employment to remain eligible for this student staff position. Any staff member with a semester GPA that falls below 2.0 will meet with the Associate Director of Residential Education and the Area Coordinator to develop an Academic Support and Follow-Up plan to address the academic concern(s). Failure to meet the guidelines set forth in the Academic Support and Follow-Up plan will result in dismissal from the position.

3. Maintain fulltime academic status (12 units/semester - undergraduate and 9 units/semester - graduate) throughout the term of employment. Exceptions must have prior approval of the ‘Director-level’ staff.

4. The period of employment for this live-in position commences at least two weeks prior to the opening of the Housing Community and ends **Saturday, May 24, 2014** no later than 5pm, after the closing of the community. Additionally, the positions at University Park North (UPN) and University Park South (UPS) will begin training on June 1, 2013; the end date for Resident Assistants in University Park North
and University Park South is May 31, 2014. Please note: Dates are subject to change. Exact dates and times will be disseminated as they become available.

5. Attendance at Orientation in April and May 2013 to be conducted immediately following selection. The time commitment will be approximately 3-5 hours.

6. Active participation in staff training which occurs prior to the beginning of the Fall semester (Monday, August 5, 2013 – Wednesday, August 21, 2013), mid-year training prior to the beginning of the Spring semester (Wednesday, January 22, 2014 – Friday, January 24, 2014). Additionally, Student Staff members who begin their positions after the beginning of Fall Training (after August 5th) will need to return from the winter break period, for supplemental training (Tuesday, January 21, 2014).

**UPN and UPS staff: Training for UPN and UPS staff commences on Friday, May 31, 2013 and ends on Monday, June 10, 2013. The UPN and UPS are expected to actively participate in full staff training on Monday, August 5, 2013 – Wednesday, August 21, 2013.

7. Participation in the opening and closing of the halls prior to the beginning of the Fall semester, Spring semester and throughout the academic year. The community opens in August 22, 2013 and closes December 21, 2013 for the Fall semester and opens January 25, 2014 and closes May 23, 2014 at 8:00pm for the Spring 2014 semester. Preparation for and implementation of opening and closing of the halls may include, but is not limited to: administrative preparation, programmatic preparation, logistical preparation, and physical preparation of the community for opening and closing.

**UPN and UPS staff: It is an expectation that UPN and UPS RAs actively participate in the closing activities of their assigned communities and support other communities as needed. The number of hours to be completed by these RAs during closing week(s) shall be determined by the Area Coordinator and/or Director-level staff.

8. The Resident Assistant must be available to residents and staff during evening hours and must be willing to commit a significant amount of time (the minimum expectation is approximately 20 flexible in-building/in-community hours a week in addition to scheduled duty shifts) to the position. This includes providing hall coverage during some vacation, university closure and holiday periods, which includes, but is not limited to, Fall Break, Winter Recess, and Spring Break, when the community remains open.

9. All extended community absences must be arranged, and approved in advance with the specific Area Coordinator.

10. Any outside time commitments must be discussed and approved in advance by the specific Area Coordinator.

11. Continued employment is contingent upon a satisfactory job performance evaluation by the supervisor. Satisfactory job performance evaluation is defined as meeting expectations as defined by the job evaluation in all areas of the job description. Student staff employment is not guaranteed from year to year. Students wishing to continue employment will need to re-apply.

12. RA staff must have telephone service in their room. The Department of Residential Life provides local calling and voicemail accounts services. Resident Assistants must have an appropriate and active voicemail message system at all times. In addition, RAs must have an active mail.sfsu.edu email account to be checked at least once per day.

13. [a.] RAs in Core traditional residence hall communities (Mary Park, Mary Ward, and Science & Technology Theme Community) will receive a single room in the assigned building and 15 meals per week meal plan as in-kind remuneration.

[b.] RAs in Core apartment style communities (Village and Towers) will receive a single room within the assigned community and 15 meals per week meal plan as in-kind remuneration.

[c.] RAs in University Park will receive a single room and 10 meals per week meal plan as in-kind remuneration.

(Please note, in extreme cases of emergency, Residential Life Staff may have to take on a roommate to help compensate emergency situations, lost space, or housing.)

14. Students may not be on Residence Community, Residential Life/Housing Employee, Academic, or University Probation at the time of application or employment as an RA.
BASIC FUNCTIONS AND RESPONSIBILITIES

Under the direct supervision of the Area Coordinator, the Resident Assistant supports the Department of Residential Life in the development of a student life program within the residential community. The specific responsibilities of the Resident Assistant position are divided into the following categories.

PLEASE INITIAL NEXT TO EACH LISTED POSITION RESPONSIBILITY:

A. COMMUNITY DEVELOPMENT

_____ A-1. Encourage personal, social, and academic development of residents. This responsibility involves spending a significant amount of time on the floor or building area. “Significant amount of time” should include, but is not limited to the following: being available to assist residents, eating in the dining commons, implementing on-going spontaneous activities, planning programs, attending Hall Government and Residence Hall Association meetings, facilitating floor/area meetings, visibility in your living area and/or hall/community, etc.

_____ A-2. Demonstrate a working knowledge of campus and city agencies, their services and functions, in order to provide academic and personal support. Serve as a resource for information and a referral source as needed.

_____ A-3. Act as a mediator in conflict situations when needed (i.e. roommate conflicts, noise disruptions, floor disputes, etc.).

_____ A-4. Demonstrate a working knowledge of Residential Life, Housing and campus policies and procedures and State and Federal Law. Serve as constructive and positive role model for personal behavior and academic pursuits and adhere to all residence hall policies.

_____ A-5. Work cooperatively with residents to ensure an environment on the floor, building, or community which displays respect for the rights and privacy of others and promotes consideration of individual needs in a group living environment.

_____ A-6. Respond to resident behavior that is inappropriate and/or in violation of campus policies and procedures, such as behavior which endangers the health and safety of residents, and behavior which results in damage to university property (including, but not limited to: Mary Park Hall, Mary Ward Hall, Seven Hills, Housing Dining Facilities, Village at Centennial Square, Towers at Centennial Square, Science and Technology Themed Community, and University Park North/South). This responsibility involves confronting the action that is in question, documenting the incident(s) by no later than 9:00 AM the next business day, and utilizing residential community and University conduct procedures (which be distributed and discussed during fall training).

_____ A-7. Report resident concerns (i.e. policies, procedures, dining services, maintenance) to the appropriate staff members within Residential Life or to the appropriate units of University Property Management.

_____ A-8. Role model appreciation of differences and assist residents in developing an understanding of diverse cultures and lifestyles. Respect and treat all individuals fairly and equitably by being open and understanding of sexual orientation, cultural and ethnic diversity issues.

_____ A-9. RAs are expected to assist with emergency needs anywhere within the residential community. In the event of a major emergency, all RAs may be asked to be on duty or on call.

B. COMMUNITY / EDUCATIONAL PROGRAMMING

_____ B-1. Fulfill programming requirements as set forth by the Department of Residential Life at the beginning of the Fall and Spring semesters. Complete all program planning and evaluation materials.
Work collaboratively the Area Coordinator and Assistant Area Coordinator staff to organize and implement educational programs that are consistent with department values: Health and Wellness; Alcohol and Drug- Risk Reduction; Diversity Appreciation; Social Justice; Academic Support/Success; Community Service; Student Life Partnerships and Campus Resources; Interpersonal Skills; Mental Health; Sexual Health; Arts and Culture; Sustainability; Financial Literacy; and Communication.

_____ B-2. Initiate, plan and implement programs geared towards your assigned community as directed by your AC and AAC.

_____ B-3. Work collaboratively with the Residence Hall Association in establishing various programs for the first week of programming. Each building will institute, plan and implement programs [1 in the fall, 1 in the spring] for “Welcome Days.”

_____ B-4. Support, encourage and recruit residents in the development of an effective Hall Government and Residence Hall Association. Participate in major hall functions. Attend Hall Government and Residence Hall Association meetings as assigned by the AC. Work with floor or area representatives to establish a positive community. Active participation in Residential Community organizations and committees is encouraged. RAs are not allowed to serve as elected officers in residential organizations. Dependent on the organization’s constitution, RA’s may or may not have voting privileges in residential community organizations.

_____ B-5. Conduct a First Floor/Community Meeting at the beginning of each semester for residents which outlines residential services and resources, addresses residential policies, outlines emergency procedures, and assists in the transition of new students. Conduct a floor/community meeting for move out procedures and/or temporary move out procedures (winter break), and final exam reminders (24-hour quiet hours, etc.) at the end of each semester. RAs will meet their assigned floor/community minimally once a month. Topics will be determined by the supervising AC.

_____ B-7. Attend programs in the community and encourage residents to participate. Support student staff in their programming efforts by attending or helping plan or execute programs.

_____ B-8. Determine resident needs and interests and help respond to those findings. Address community issues and generate area discussions at regular floor/area meetings as determined by the AC.

C. STAFF / ADMINISTRATIVE RESPONSIBILITIES

_____ C-1. Attend and participate in Fall 2013 and January 2014 training programs, as well as in on-going system-wide staff in-service training programs.

_____ C-2. Attend weekly community staff meetings or unit meetings prepared with weekly reports as required by the Area Coordinator. Community staff meetings will be on Wednesday evenings from 4pm-6pm. Time commitments for these meetings vary. These are mandatory—exceptions will only be granted for mandatory academic classes which have been determined and verified to be unable to be taken at any other time or semester.

_____ C-3. Participate fully in all individual and group staff evaluations as planned by Residential Life. Participate in evaluation and assessment of the program’s effectiveness and resident satisfaction.

_____ C-4. Complete administrative paperwork as needed. Administrative paperwork includes, but is not limited to, incident reports, RPM (service) requests, room assignments, room inventories, fire and health safety checks, check-in and check-out procedures, weekly community development activities.
logs, Residential Life online calendars, program implementation forms, and evaluations. All paperwork should be completed and submitted in a timely and efficient manner.

_____ C-5. Perform regularly scheduled duty shifts. Duty shifts consist of either being ‘on-duty’ or ‘on-call’. The duty team members are responsible for first line response to after hour’s resident and building issues (some examples include: health and welfare emergencies, conduct violations, community disruptions, and maintenance emergencies). In addition, the duty team members perform 3 separate community rounds per night. Resident Assistants work a duty shift, an average of, once during the weekdays and up to 2 weekends per month, as well as providing coverage during some vacation and holiday periods. (Please note, this average may be different in University Park North and South) Night duty begins at 5:00 pm and ends at 9:00 am. Weekend and holiday duty require 24-hour coverage.

_____ C-6. Attend and check-in with the AC in regularly scheduled one-on-one meetings and in daily interactions to facilitate communication and supervision of the position.

_____ C-7. Actively participate in the Student Staff Selection process for Residential Life staff for the next academic year. This includes, but is not limited to participation in group process type activities as well as panel interviews of candidates.

_____ C-8. Disseminate campus information and provide regularly/monthly updated bulletin boards as permitted by State Fire Marshall expectations governing bulletin boards.

D. RELATED DUTIES

_____ D-1. Report maintenance problems in a timely fashion in order to maintain the physical condition of the residence community. Provide immediate follow-up on reported problems.

_____ D-2. Maintain positive working relationships with University Property Management staff [including Housing Business Office, Housekeeping, Maintenance, Dining, and Conference Services].

_____ D-3. Do not duplicate or loan keys to unauthorized persons. Master keys are to be kept in their designated, secure location at all times when not in use and are not to leave the building or area without authorization.

_____ D-4. Be responsible with special staff privileges (i.e. use of office, use of phones, keys, office equipment, etc.).

_____ D-5. Maintain confidentiality and objectivity in all matters related to residents and staff.

_____ D-6. Perform other duties and comply with any new policies that are implemented during the year as assigned by the AC or other professional members of the Department of Residential Life.

E. ORIENTATION AND DEVELOPMENT

Attendance is required for current staff members and highly recommended for non-current staff members for the following activities:

Spring 2013 Staff Meetings:
New Staff are encouraged to attend initial Spring Orientation staff meetings on the following dates:
  • Dates for Spring 2013 to be determined

The following weekends require your attendance:
  • Welcome Days Weekend [Fall Semester]
• Student Life Leadership Symposium [Fall Semester]
• Student Staff Selection Weekend [Spring Semester]
• SF State’s Sneak Preview [Spring Semester]
• Opening Weekends [Fall & Spring]
• Building Closing Nights [Fall & Spring]
• Student Life Late Night Events; as assigned [Fall & Spring]

Northern RAP RA Conference:
First year RAs are encouraged to attend the annual regional RA conference for development and growth in their position. All attendees are encouraged to submit program proposals.

F. CERTIFICATION OF EMPLOYEE
I certify I have read and agree to the foregoing information. I hold this information is correct, complete and describes my job, as I understand it.

__________________________ ______________________________ ______________________
Print Name    Signature     Date

G. CERTIFICATION OF IMMEDIATE SUPERVISOR AND DEPARTMENT HEAD

______________________________ ________________________
Signature     Date

Mary Ann Begley
Print Name (Associate Dean of Students & Director of Residential Life)

Signature
Date