

UAB STUDENT HOUSING & RESIDENCE LIFE

Resident Assistant (RA) Job Overview & Description

Overview:

- ✓ Maintain a UAB semester and cumulative GPA of 2.50 or better. Failure to maintain a 2.5 cumulative GPA will result in loss of your position. Failure to achieve a semester grade point average of 2.50 or better will result in departmental academic probation
- ✓ Must obtain sophomore status (minimum of 30 hours) by the end of the summer '18 term
- ✓ Must have one semester of on campus living; one semester's residency in one of UAB Student Housing's residence halls is strongly preferred
- ✓ Must be registered for a minimum of 12 undergraduate-level hours or 9 graduate-level hours for both fall and spring term
- ✓ Must be in good conduct standing with the university – conduct records will be verified

Requirements:

- Must commit to 1 (academic) year of service (fall and spring terms)
- Attend all training activities and scheduled meetings
 - ✓ Fall Training
 - ✓ Winter Training
 - ✓ Super Sunday
- RA's will work the front desk and serve in the on-call rotation over university observed holiday breaks. This includes thanksgiving break, winter break and spring break. *RA's will be given an opportunity to notate which holiday break they would prefer to work.*
- RA's will assist Student Housing & Residence Life during special events including, but not limited to Blazer Welcome, Departmental Sponsored Events, Homecoming, Admissions events such as UAB Days, Scholar's Day and during various athletic events.
- RA's are required to receive prior approval before applying for any employment opportunities outside of the RA position. This request must be approved by the RA's Residence Life Coordinator and the Assistant Director of Residence Life.
- All RA's are required to attend a weekly staff meeting on Thursdays from 6:30 PM – 8:30 PM. *As an RA, you will receive early registration access and will be expected to keep Thursday evenings free unless you receive approval from the Assistant Director of Residence Life.*
- The RA position should be your primary priority outside of class. You will be asked to not commit to other time-consuming activities that may conflict with the RA position.
- RA's should have excellent interpersonal and time management skills
- A successful RA will maintain a positive attitude toward others and accept others whose lifestyles, values and attitudes are different from theirs.
- RA's should have effective communication skills

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Job Responsibilities:

- Assist in the implementation of fall and spring check-in and check-out procedures
- Serve in the on-call rotation during the week and assigned weekends; on-call requires that the RA stay in their assigned building during the hours of 5:00 PM-8:00 AM Sunday-Thursday and from 5:00 PM on Friday through 5:00 PM on Sunday for weekend on-calls
- Work a minimum total of 8 hours per week at the front desk
- RA's will conduct Health & Safety inspections for their assigned floor/area at least once a month during the assigned Health & Safety week.
- Maintain an awareness of assigned area and common areas in the residence hall and report any suspicious activity or maintenance issues that arise in their assigned hall building
- Establish a positive relationship with residents through active outreach and consistent contact throughout the year
- RA's should be a positive presence on their floor/area and should be regularly visible and accessible; this includes, but is not limited to staying in the building a **minimum** of 4 nights per week
- Provide excellent quality service by promptly assisting residents with any issues and needs
- Be familiar with campus and community resources and make appropriate referrals based on their knowledge of these resources
- Address conflicts through mediating conversations between residents
- Plan and execute monthly formal programs for your assigned floor area throughout the semester
- Create a monthly bulletin board that reaches the department's educational learning outcomes for each assigned month
- Establish relationships with each resident and evaluate how to help them develop in their understanding of self, others, and community
- Encourage academic success by exhibiting responsible study habits and classroom attendance
- Effectively manage and assist with crisis response situations as needed
- Abide by, educate residents about and enforce all Residence Life policies as stated in the Residence Life Handbook, RA job description, RA manual and expectations from Residence Life Coordinator and Assistant Director of Residence Life
- Help students become aware of the University's expectations as expressed in University policies and procedures, as well as including potential consequences if violated.
- Communicate that University policies and any resulting discipline are designed to challenge and support students to live responsibly within the residential community.
- Encourage residents to exercise responsibility through active participation in assisting with policy decisions, addressing disruptive behavior, mediating conflict within the community, and evaluating the residential life program.

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- Exercise authority wisely and responsibly; avoid taking advantage of privileges granted to you due to your role within the department
- Establish and maintain an open line of communication with the Residence Life Coordinator surrounding student issues and concerns
- Make an effort to promote staff unity and harmony with all university staff members
- Be a productive and positive member of the Student Housing & Residence Life team
- Serve as a Campus Security Authority and Responsible Employee as defined by the Clery Act and Title IX

Compensation:

- Assigned room, utilities including cable television, and internet.
- RA Meal Plan
- Non-tangible benefits: The opportunity to work with a diverse group of individuals while developing leadership, problem solving, crisis management, communication, organization, time management and peer counseling skills.

Required Dates & Events:

Event:	Date:
Super Sunday	April 1, 2018 (1:00pm-6:00pm)
Fall Training	August 12-26, 2018
Winter Training	January 2-4, 2019
RA's will be released for summer	May 1, 2019
Weekly Staff Meetings	Thursdays from 6:30 PM – 8:30 PM