



**Mount Mary College**  
**Residence Life ~ Caroline Hall**  
**RESIDENT ASSISTANT 2010-2011 POSITION DESCRIPTION**

Resident Assistants are a most integral part of Residence Life. Resident Assistants are assigned to a floor of approximately 14-35 individuals. Their primary responsibility is to act as a representative of Residence Life for this residence hall community. The Resident Assistant articulates to students the philosophy and policies of Mount Mary College. She represents Residence Life as a role model in all facets of college life. The job is estimated at approximately 20 hours per week of work, but fluctuates based on needs of the floor or hall residents. This position should not be viewed as an hourly commitment. The five (5) basic roles of the Resident Assistant are:

A. Community Facilitator      B. Team Member      C. Administrator      D. Programmer      E. Referral Agent

**Supervisor:** The Resident Assistant directly reports to the Coordinator of Residence Life.

**Requirements and Expectations:**

1. Must be enrolled as a full-time student at Mount Mary College during employment period.
2. Maintain a 2.50 grade point average, both cumulative and semester.
3. Will be placed within the hall as determined by Residence Life and may be reassigned at any point during the academic year.
4. At all times, practices open communication with Residence Life—which includes all professional and support staff members.
5. Any other employment not to exceed 15 hours per week, including other campus jobs, must be discussed with and approved by the supervisor.
6. Be in good standing with the College and Student Affairs. A Resident Assistant cannot be on disciplinary or academic probation.
7. Act as a positive representative of the College and Residence Life in interactions and by role modeling behavior.
8. Additional expectations and duties as set forth by the Coordinator of Residence Life.

**Responsibilities:**

**Community Facilitator**

1. Be available and accessible to the students by spending quantity and quality interaction time in your residence hall.
2. Assist students with personal, social, and academic concerns. Reach out to students who may be isolated in some way.
3. Respect and maintain confidentiality of staff and students.
4. Uphold and exemplify all policies and programs of Mount Mary College and Caroline Hall.
5. Develop a responsible living environment by helping the residents understand and enforce community standards.
6. Consistently encourage responsible behavior by the residents.
7. Exhibit a respect for diversity, encourage expression of diversity among residents, and facilitate an environment of acceptance.
8. Attend Caroline Hall Council meetings as determined by the Coordinator of Residence Life.
9. Respond to emergency situations quickly.

**Team Member**

1. Attend and participate in all staff training
  - a. Spring Workshop – April 24, 2010
  - b. Fall Training – beginning August 15, 2010
  - c. In-services as scheduled.
  - d. Winter Training – January 13 -19, 2011
  - e. New Student Orientation – August 26, 27, 2010 and January 21, 2011
  - f. Others as assigned by professional staff
2. Attend weekly staff meetings
3. Help develop staff community by supporting and displaying a positive attitude toward all staff.
4. Negotiate all outside activities in clubs, sports, etc., with supervisor in terms of time management.

**Administrator**

1. Be available for the opening and closing of the residence halls, this includes arriving earlier and staying later.

2. August 25-29, 2010  
December 18, 2010
- c. January 20 & 21, 2011  
d. May 21 & 22, 2011
3. Be available for special staffing assignments: Fall Break, Thanksgiving Break, last weekend prior to each closing, Spring Break; Easter Break; others as assigned by Coordinator of Residence Life.
4. Participate in the hall duty schedule. Understand that frequency of hall duty is based on the number of staff in the hall.
5. Complete administrative tasks—maintenance requests, weekly reports, incident reports, program evaluations, room condition reports, etc.—as assigned and in the time frame specified by the Coordinator of Residence Life.
6. Share in the check-in/check-out duties with hall openings, closings, and ongoing moves during the academic year.
7. Articulate College policies, procedures, and safety information to residents.
8. Participate in the Resident Assistant Selection Process as designated by Coordinator of Residence Life.
9. Serve in a weekly Caroline Hall Front Desk Shift rotation (4 hours per week).

**Programmer**

1. Facilitate programs for floor/hall each semester as defined by Residence Life.
2. Work with the Coordinator of Residence Life to set program dates and deadlines.
3. Submit the Program Planner/Evaluation form in conjunction with each program.

**Referral Agent**

1. Actively confront all disciplinary situations immediately and then document situations as appropriate within 24 hours of the encounter.
2. Refer students to different campus offices, personnel, and community agencies.
3. Keep residents apprised of College happenings by posting current information on your floor and conducting regular floor meetings.

**Compensation:** Compensation will be room and board, valued at approximately \$8120.00, for the duration of employment and the opportunity to learn basic skills in programming, human interaction, and administration.