Resident Advisor Position Description

A Resident Advisor at Spring Hill College is a student who a front-line resource for our students. RAs serve as the primary community builders, role models, peer mentors, programmers, administrators, advocates for diversity and social justice, academic partners, and Residence Life team members in their assigned area of responsibility.

Responsibilities: Community Builder
- Motivate residents to become engaged in their living community
- Make an effort to get to know residents as a group and on an individual level

Responsibilities: Role Model
- Role models positive behavior consistent with Residence Life expectations and SHC Code of Conduct
- Attentive and engaged in staff meetings and trainings
- Promoting a positive self-image and positively representing the Office of Residence Life via one’s personal social media use.

Responsibilities: Peer Mentor
- Support residents with personal, social and academic concerns

Eligibility Requirements

- Must be enrolled as a full-time (12 hours per semester) undergraduate student at Spring Hill College.
- Minimum previous semester and cumulative G.P.A. of 2.50 to apply.
- Must maintain a 2.50 G.P.A. or better each semester and cumulatively upon employment offer and throughout time of contract.
- Must possess general knowledge of campus services and information in the Student Handbook.
- Must be able to climb several flights of stairs.
- Cannot be on any form of College probation.
- Cannot be President of the Student Government Association.
- Able to attend mandatory Fall Training) and Spring Training in their entirety.

Resident Advisors are expected to fulfill the following responsibilities. These responsibilities are supported by performance standards outlined later in this document.

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Responsibilities: Peer Mentor
- Support residents with personal, social and academic concerns
• Spend an appropriate amount of time in the building/floor (7 hours per week)
• Facilitate the resolution of interpersonal conflicts among residents and encourage peer accountability

Responsibilities: Programmer
• Initiate and complete programming in a timely manner that serves to educate and build community
• Document programming and keep records in accordance with the established procedures

Responsibilities: Administrator
• Present and punctual for RA duty functions (rounds, answering duty calls, etc.)
• Support and enforce the Spring Hill College Code of Conduct.
• Respond to residents’ personal/medical emergencies in accordance with Residence Life expectations
• Respond to calls, text messages, e-mails and other requests in a timely manner including during the summer and winter breaks

Responsibilities: Advocate for Diversity and Social Justice
• Develop a superior understanding of diversity and social justice
• Offer opportunities for residents to learn more about social justice and diversity
• Foster an inclusive community, respectful of multiple identities

Select College Employee Policies

College Policy on Relationships:

Resident Advisors possess influence and authority that makes relationships with residents within their area of responsibility inconsistent with a positive living, learning, and working environment at the college. Prior relationships that may violate this policy must be disclosed to an RA's immediate supervisor. In these cases, the RA or their significant others may be moved to another location on campus to avoid a conflict of interests. Resident Advisors in relationships with other Resident Advisors will not be placed on the same staff.

News Media and Advertising:

All communications involving outside media and/or publications must comply with SHC’s News Media and Advertising Policy. The following activities must be coordinated through and approved by the Office of Communications and Institutional Marketing:
• Contacts and inquiries from news media (including press releases)
• Requests for news media to cover campus and/or organizational events
• All advertising including, but not limited to, print publications, radio and television broadcasts
• All social media posting, including but not limited to Facebook, Instagram, and Twitter

Reporters and photographers are NOT permitted to enter residence halls or classroom buildings without permission from the Office of Communications and Institutional Marketing and the Office of Student Affairs, and be accompanied by a Communications Office representative.

RAs are responsible for following and enforcing this policy. RAs must receive explicit approval to engage in communications regarding Residence Life or the College with their supervisor prior to interacting with news media personnel.
Responsibilities: Academic Partner

- Encourage faculty interaction through programming partnerships
- Foster a community that is conducive to academic wellness
- Consistently role model positive academic behaviors (studying, attending)

Responsibilities: Residence Life Team Member

- Represent Residence Life by promoting good communication between all areas of the College community
- Critique and offer constructive feedback about policies, regulations, and procedures in appropriate forum to professional staff members.
- Develop and maintain appropriate working relationships with fellow staff members and supervisors

Accountability: Resident Advisors report directly to the Area Coordinator of the hall to which they are assigned and ultimately to the Director of Residence Life.

Expected Time Commitment: On average, a Resident Advisor should expect to work about 15-20 hours per week.

Role Modeling: As a residence hall staff, we function as educators. One of the most effective ways of educating others is through role modeling appropriate behaviors. Examples of behaviors expected of a Resident Advisor include: setting a positive example; conducting yourself in an honest and professional manner at all times; showing respect for persons of all backgrounds, ethnicity, races, lifestyles, interests, and abilities; confronting colleagues who display inappropriate actions or do not show respect for others; and actively supporting, interpreting, enforcing, and abiding by all College policies and procedures as described in the Student Handbook and any other official publications made available to you or to the student body in general.

Be aware of yourself as a role model should you decide to, and are legally allowed to, consume alcohol. Do not provide alcohol to any person, including staff or students, under the age of 21. Excessive intoxication does not fall within the framework of an acceptable, positive role model. As a role model, you should be aware of personal attitudes regarding alcohol use as demonstrated by your own speech and behavior. Do not encourage, through job function or personal action, alcohol related events involving residents; suggest alternatives to alcohol related events; look out for the well-being of others in drinking situations; share information regarding students’ use of alcohol and other health related situations with your Area Coordinator. Any Resident Advisor found in violation of the alcohol policy will be terminated.

Academic Standing: If a new hire fails to earn a 2.50 GPA between the time that the contract is signed and prior to serving in an assigned role, the contract will be rendered null and void for any position within the upcoming year. Resident Advisors must be full time students (12 hours) and must maintain a minimum 2.50 semester grade point average each semester of the contract appointment as well as a 2.50 or greater cumulative grade point average. A RA whose grade point average falls below a 2.50 for a given semester will be placed on probation, with a review to cancel the contract. A RA will be placed on probation if the cumulative GPA falls below 2.50 at any time, with a review to cancel the contract. Any RA earning a GPA of 2.00 or lower within a semester and/or cumulative within their contract appointment will be automatically dismissed from the RA role. A Resident Advisor failing to achieve good academic standing after one semester of probation may be dismissed and the appointment terminated.

Other Employment: Resident Advisors may work a maximum of ten (10) hours a week at an on or off-campus job with the prior approval of their supervisor. Before attaining the position, the RA candidate should discuss outside employment with Residence Life.

Placement: You are hired to be a Resident Advisor for the Office of Residence Life and serve in the location on campus we deem most suitable for our students and for the housing situation on campus. Although unusual, this also means that we may decide to relocate you during the academic year depending on the circumstances and per our discretion. You may need to meet additional requirements based on the specific assignment. The Office of Residence Life hires Resident Assistants based off of expected vacancies and building occupancy; while rare, the Office of Residence Life reserves the right to rescind an employment offer based on lower than expected occupancy.

Remuneration: The remuneration for this position includes a single room in the RAs assigned area and a partial meal plan provided at no cost to the student. This will be given as a credit applied to each RA's Spring Hill College bill. Leaving the position for any reason will result in the receipt of only a pro-rated portion of the room allocation and meal plan at the date of release of service as a Resident Advisor. Resident Advisors will need to go to the Financial Aid office to inform them of the change in status.

RA Job Agreement: Position appointments are not automatically renewed for subsequent terms of service but will depend upon the evaluation of past performance and future potential as determined by the Residence Life Office.
Renewal of the Resident Advisor position is conducted on a semester to semester basis, as determined by performance. Failure to fulfill duties, responsibilities, and expectations as outlined may be grounds for termination. Inappropriate role-modeling may be cause for probation or immediate termination of appointment by the Residence Life Office. Additionally, any Resident Advisor who leaves the position (involuntarily or voluntary) will be reassigned housing in a different community. In such cases, relocation can be expected to occur within 24 hours.

Select Legal Obligations

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act: Resident Advisors are considered Campus Security Authorities, and have the duty to report to a supervisor all allegations of crimes covered under the Clery Act that are made in good faith.

Family Educational Rights and Privacy Act (FERPA): Resident Advisors have access to student information needed to fulfill their roles, but may only disclose Directory Information (as defined in the Bulletin of Information). All other requests should be referred to the Office of Student Affairs.

Title IX of the Higher Education Act: Resident Advisors are designated as Responsible Employees, and must report all incidences of sexual assault, sexual misconduct, and sexual harassment of which they become aware to a supervisor or Title IX Coordinator.

Performance Standards

- Be available in assigned area for at least seven hours between 6pm and midnight each week. Remain on campus at least 2 weekends per month. RAs are expected to spend most nights in their assigned areas and must seek approval from a supervisor for nights spent outside of the assigned area.
- Implement fire, accident, security, and emergency procedures to ensure the safety, welfare, and health of the residents. Assist with testing fire safety systems. Report fire safety hazards to appropriate personnel in a timely manner. Conduct Health and Safety inspections.
- Assume on-duty coverage responsibilities for the hall or designated area on a rotating basis with other Residence Life staff members. RA Duty is needed over break periods: Fall Break, Thanksgiving Break, Christmas Break, Spring Break, Mardi Gras Break, and Easter Break. RAs must be available to work these breaks, if assigned.
- Assist in the check-in and check-out process of residents at the beginning and end of each academic session, throughout the school year, and during holiday and break periods. RAs are required to stay on-campus and work 24 hours after residence hall closings.
- Attend and actively participate in all scheduled staff meetings, in-services, trainings, and department sponsored social functions.
- Comply with expectations specified through documents such as the Resident Advisor C.O.D.E., and adhere to procedures in documents such as the Residence Life Emergency Procedures Manual.