Resident Assistant Position Description
Resident Assistants (RAs) are student staff members of Residential Education and Services (RES). RAs live and work with each other, the RES professional staff, and the students on their floor to build community. RAs assume primary responsibility for building community, facilitating an environment to support academic and personal development, responding to the needs of residents, managing administrative tasks at the floor level, and programming in the residence halls.

Qualifications
- A student must be in sophomore standing prior to active employment.
- Each student must have a semester and overall cumulative GPA of a 2.50 minimum and demonstrated academic progress at the conclusion of each semester employed.
- The student must be able to commit to this position for the full academic year: May 2015 to May 2016.
- Must be a student in good standing with Oxford College.
- Must be able to commit at least 20 hours a week.

Expectations
- To carry out all responsibilities from the beginning of the first day of fall training through closing the residence halls at the end of the academic year.
- Carry at least 12 credit hours (full-time) but no more than 18 credit hours during the first semester of employment. Permission to register for more than 18 hours during the second semester of employment requires the approval of the Director of RES upon review of previous job and academic performance. (Initial ____________)
- Limit other involvement on campus either because of time commitments or because of conflict of interest by not holding the following positions while on staff: SGA executive offices; Peer Assistant Leader; Volunteer Oxford Coordinator; Student Admission Association Coordinator; iMentor; Cadet. If positions open in the spring semester, this will be at the discretion of the Director of RES (Initial ____________).
- Receive approval for other time commitments including, but not limited to performances, volunteer efforts, and student organization activity.
- Receive approval for any other employment position. RAs that are approved to work must limit their work involvement to no more than 10 hours per week.
- Limit time away from his/her assigned floor to a maximum of 10 nights per semester (NOTE: Being away from his/her assigned floor after 3:00 AM equals a night away.)
- Complete and attend all training activities held prior to and during actual employment. Staff should anticipate a full schedule during the pre-fall arrival and pre-spring arrival training periods. Training is required.

Media
- As a representative and role model on campus, RAs’ online behavior (i.e. Emory Bubble, Twitter, Facebook, etc.) should adhere to the standards and policies of Oxford College. (Initial ____________)
- RAs should never speak on behalf of their position as a RA to the press without permission from the Director of Residential Education and Services. This also includes posts on Ask Dean Moon, Facebook, and interviews with the Spokesmen. RAs should have limited conversations with parents, and should direct all parental concerns to the Residence Life Coordinator.

Responsibilities
Responsibilities to the Student and Residence Hall Community

• Be visible and available in your floor a minimum of 10 hours a week. This includes five open door hours a week and spending every night in your assigned room.
• Respond to the concerns of residents and assist during crises.
• Have working knowledge of the campus departments and their services.
• Respond appropriately to student behavior.
• Mediate conflicts between roommates to establish effective standards for living together.
• Educate residents about safety and security.

Staff Responsibilities

• Uphold the mission and values of Oxford College.
• Attend and actively participate in fall orientation, training programs, and meetings.
• Develop a positive and efficient working relationship with all staff members.
• Assist the department with the selection of new RES staff members.
• Participate in all department evaluations.

Administrative Responsibilities

• Remain in the assigned residential area when on duty. Duty begins at 8:00 PM and ends at 8:00 AM. Remain at the front desk of the residential area except to make building rounds and respond to student concerns from 8:00 pm - midnight Sunday through Thursday, and 8:00 PM - 1:00 AM Friday and Saturday.
• Complete all check-in/out paper work, roommate agreements, closing damages, and work orders.
• Preserve the confidentiality of personal information about students obtained in the course of employment and treat such information responsibly.
• Attend weekly staff meetings. These meetings will occur on Tuesday evenings. They typically begin between 7pm and 9pm and can last up to 2 hours, at the discretion of the staff. No commitment outside of academics will be considered before this meeting.
• Attend individual meetings with the Residence Life Coordinator.
• Maintain regular contact with the Residence Life Coordinator. This includes, but is not limited to, checking your Emory email, mailboxes daily (as applicable), or as determined by the RLC.
• Design and construct monthly bulletin board as required.
• Arrive early to open the halls and stay late to close the residence halls for all breaks.
• RA's that are hired for the subsequent academic year will begin their duties with the summer closing in May. These RA's will be required to stay to conduct room checks and close the residence halls. Additional compensation will not occur for these closing duties.
• Complete and turn in all paperwork by established deadlines.
• Participate in duty rotation.
• Be responsible for thorough and accurate documentation for all violations of the Oxford College Code of Conduct and RES Housing policies.
• Disseminate information, manage social media outlets, and conduct periodic floor meetings as necessary.
• Other duties as assigned.

Community Development

• Serve as a role model for staff and students.
• Develop and maintain positive relationship with residents by assisting with personal, social, and emotional concerns.
• Assist with students’ orientation and transition to residence hall living.
• Assist residents in creating an environment conducive to academic success, comfort, and safety.
• Establish relationships and effectively communicate with residents.
• Promote an atmosphere for group living by encouraging and promoting personal growth and awareness.
• Establish a relationship with residents by knowing their names within the first two weeks of classes.
• Assess student interests and respond through bulletin boards and programming that is consistent with Residential Education and Services programming philosophies.
• Participate and contribute to large-scale programming activities to educate and raise awareness for residents of pertinent social topics, including but not limited to: alcohol awareness week, diversity programming, health and safety programming, and academic success.
• Approach and confront students who are in violation of the Oxford College Code of Conduct.
• Collaborate and be actively involved in Community Leaders Council activities.
• Complete programming responsibilities as outlined by the Residence Life Coordinator.

Requirements
• Work specific holidays and arrive early for training and stay to close the residence halls at the end of each semester. See attachment for specific 2015-2016 dates.
• Live in the assigned room. Cohabitation with another resident, staff member, or living off-campus is grounds for termination.
• Perform responsibilities related to opening and closing the residence halls.
• Maintain a semester and overall minimum GPA of a 2.50.
• Be a positive role model.

Failure to meet conditions and duties set forth herein and determined by Residential Education and Services may result in termination of employment. This contract may be terminated by the Director of Residential Education and Services at anytime for the following reasons:
   a. Failure to satisfactorily perform all job responsibilities.
   b. Failure to attend any mandatory staff meetings, training sessions and all-staff meetings.
   c. Violation of the university policy, state, or federal law.
   d. Failure to maintain a positive attitude toward the department or position.
   e. Any other circumstance specified by the Director of Residential Education and Services.

REMUNERATION
RAs receive a waiver that will cover the cost of a room for their services each semester. This remuneration is received as a credit for the cost of your room each semester. Any student who leaves the RA position before the end of the term will be billed room costs for the remainder of the particular term based on the date that they leave the position.

Disclaimer: The Office of Residential Education and Services and/or Resident Assistant is allowed to terminate this contract at any time. However, a written noticed must be provided two weeks prior to the official termination date. Once the contract has been terminated, the student will be relocated from the current assignment and is financially responsible for the remaining cost of housing.

By signing below, the individual acknowledges the receipt of the Resident Assistant job description and certifies that the duties and responsibilities listed above were read and understood. The individual agrees to perform the duties and guidelines stated.

Print Name___________________________________________________________________________
Signature_______________________________________________Date:_______________

Print Name___________________________________________________________________________
Signature_______________________________________________Date:_______________
## CO-CURRICULAR ACTIVITIES
List any activities you anticipate being involved in while employed as a Resident Assistant.

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**Special notes:**

*The Director of Residential Education and Services must approve all co-curricular activities prior to being employed.*

* Due to the time commitment required to hold a position as a Student Government Association executive board (SGA), Volunteer Oxford Coordinator (VOC), Student Admissions Association (SAA) Coordinator; International Student Mentor (iMentor), Cadet, and Peer Assistant Leader (PAL) students will not be approved to hold a Resident Assistant position conjunctively.

RES Director ___________________________________________ Date: __________________________