

RESIDENT ADVISOR POSITION DESCRIPTION & EXPECTATIONS

Washington State University - Department of Housing & Residence Life

Appointment: 5:00 p.m. Tuesday, July 30, 2024 through 10:00 a.m. Sunday, May 4, 2025

MISSION STATEMENT

The Department of Housing & Residence Life serves all students living in our on-campus communities. Our goal is to provide a safe and supportive environment that assists individuals in making connections with others while promoting scholarship, leadership, personal growth and intercultural awareness. We value the development and inherent worth of the whole person, emphasizing interpersonal communication, life skills, and responsible citizenship. We celebrate our common and diverse backgrounds and aspire to help every individual find success.

PRIMARY PURPOSE

The Resident Advisor (RA) is a student leader in Housing and Residence Life. RAs are community builders and resources for their residents and community, expected to be knowledgeable of department and university information. The Department of Housing and Residence Life team advocates for an inclusive community through understanding, enhancing, promoting, and celebrating the residents' and team members' experiences and identities. RAs promote students' learning and development by facilitating a safe and healthy environment. The RA position requires decision making, management, flexibility, communication, conflict resolution, problem solving, leadership, and teamwork skills.

As community builders, RAs are expected to create a safe, welcoming, and supportive living environment based on WSU's non-discrimination clause which states: Washington State University (WSU) is an equal opportunity employer committed to providing equal opportunity in education, employment, membership and contracts without regard to race, ethnicity, color, creed, religion, national origin, gender, sexual orientation, gender identity/expression, age, marital status, the presence of any sensory, mental or physical disability, use of a trained guide dog or service animal by a person with a disability, and/or status as a veteran. WSU is committed to creating and maintaining environments in which students, faculty, staff and visitors can work, study and recreate free from all forms of prohibited discrimination and discriminatory harassment.

The RA is responsible to the supervising Residential Education Director (RED). Time commitments vary from week to week and from one part of the semester to another. Flexibility is necessary to offer services when needed.

A. ESSENTIAL FUNCTIONS

The RA's duties and responsibilities include but are not limited to the following functions, which are not listed in any order of importance or significance:

1. Support community development and residents' sense of community ownership and responsibility.
2. Participate equally in hall and/or area-wide duty on a regular basis. This includes carrying and responding to all calls to the duty phone, completing rounds of the hall/area to ensure that facilities are operational, students are safe, and communities are in compliance with the housing contract and community standards. Duty requirements will vary slightly staff to staff however,

at least one SRA/RA will be on call each evening through morning. Staff are expected to have both weekday and weekend availability for this essential function.

3. Be available, visible and responsive to the residents in on-campus housing.
4. Fulfill the departmental programming/community engagement requirements (e.g. bulletin boards, door decorations, intentional interactions, floor & building wide programs) by the scheduled due dates.
5. Assist with roommate agreements, and mediate conflict in an unbiased manner.
6. Support residents by resolving personal concerns, especially regarding managing relationships, interpersonal skills, and academic problems through support and campus resources referrals.
7. Proactively provide resources to residents and address issues that may negatively impact the community.
8. Assist with the opening and closing of residence halls.

B. REQUIRED QUALIFICATIONS

1. Abide by Washington Administrative Codes and departmental policies found in the online Housing and Dining Contract and the Safety, Policies and Procedures Manual.
2. Enroll as a full-time Washington State student (12 or more credits for undergraduate students or 9 or more credits for graduate students).
3. First semester RAs may not carry more than 16 credit hours without their supervisor's approval.
4. Any employment, volunteer and/or involvement opportunities taking the RAs out of the residence hall for more than 10 hours per week must also be approved by their supervisor in consultation with the Director and/or designee.
5. Maintain a minimum cumulative grade point average of 2.50 and a minimum semester GPA of 2.00.
6. Must stay in assigned room in university housing a minimum of 4 nights per week.
7. Effective interpersonal communication, planning, organization, and administrative skills.
8. American Red Cross First Aid, Infant/Adult/Child CPR and Adult/Child AED training is required, will certify if needed.

C. TIME COMMITMENT

1. Availability to work, on average, 19.5 hours per week while classes are in session with evening and weekend hours required.
2. Fall and Spring Training attendance: All new and returning staff must actively participate in training sessions prior to the start of classes in August and January. Time commitments during training may vary. RAs cannot have any other commitments during training dates outside of Housing and Residence Life.
3. Attend weekly or biweekly meetings with their supervisor.
4. Attend weekly staff meetings/monthly in-service meetings (Wednesdays 7-9 p.m.).
5. Work two hours at the designated RA Office during each night of assigned duty shift.
6. **The RA position is a complete academic year (July-May year) commitment for new applicants.**

D. RA IMPORTANT DATES TO KNOW

Please note, the full participation and attendance is expected for all the dates listed below.

1. Active participation in all training sessions. These training sessions are mandatory and are a condition of your Resident Advisor appointment. These dates include, but are not limited to:
 - a. Fall Training: Tuesday, July 30, 2024, at 5:00 p.m. through Thursday, August 8, 2024.
 - b. Spring Training: Thursday, January 2nd, 2025 at 10:00 a.m through Saturday, January 4, 2025.
 - c. Monthly In-Service training sessions throughout the academic year. Active participation in In-Service training sessions is mandatory. You will only be excused for pre-approved class conflicts.
2. Fall Opening: Friday, August 9, 2024 through Sunday, August 11, 2024
3. Week of Welcome: Sunday, August 11, 2024 through Sunday, August 18, 2024
4. To Fall Break Operations: Saturday, November 23, 2024 at 12:00 p.m.
5. From Fall Break Operations: Friday, November 29, 2024 at 8:45 p.m.
6. To Winter Break Operations: Saturday, December 14, 2024 at 12:00 p.m.
7. From Winter Break Operations: Thursday, January 2, 2025 at 10:00 a.m.
8. To Spring Break Operations: Saturday, March 8, 2025 at 12:00 p.m.
9. From Spring Break Operations: Saturday, March 15, 2025 at 8:45 p.m.
10. RA Terms of Appointment End: Sunday, May 4, 2025 at 10:00 a.m.

E. ACADEMIC RESPONSIBILITIES

1. Maintain a minimum semester GPA of 2.00 and a minimum cumulative grade point average of 2.50
 - a. If the semester GPA falls below a 1.00, the appointment will be terminated. A semester GPA below 2.00 will most likely result in termination, but it may result in probation.
 - b. If the cumulative GPA falls below a 2.00, the appointment will be terminated. A cumulative GPA between 2.00 and 2.49 will result in academic probation for one semester.
 - c. By the end of any semester of probation the semester GPA must be 2.0 or above and the cumulative GPA must be 2.50 or above.
 - d. If both the semester and cumulative GPAs do not meet departmental requirements, the appointment will be terminated.
 - e. If terminated due to academics following the completion of the Fall semester, staff must be moved out of the assigned space by Sunday prior to the start of Spring training unless prior approval with C-Staff.
 - f. Staff GPAs will be calculated based on WSU credits.
 - g. Newly hired staff (not continuing from current spring semester to upcoming fall semester) will not be permitted to begin the position if either the semester or cumulative GPA is below expectations.
 - h. All RAs will be evaluated on the previous semester's GPA and academic progress.
 - i. Only one semester of probation is permitted. Staff members, who do not meet GPA requirements for a second semester, even if it is not consecutive to a probation semester, will most likely be released from the position.

2. Role model, encourage positive academic behaviors, and help students to create an environment that is conducive to studying by reinforcing quiet hours and encouraging students to actively talk with one another concerning courtesy/quiet hours.
 - a. Work with faculty and staff to promote institutional academic goals, First Year Focus, Common Reading Program, as well as other academic programs and advise residents about UCORE requirements.
 - b. If placed in a Theme or Living Learning community programming responsibilities may be adjusted to fit the community.

F. COMMUNITY RESPONSIBILITIES

1. Respect the confidential nature of student records and communications; maintain a high level of confidentiality with residents.
2. Visibility and availability to residents are priorities. RAs planning on being away from campus overnight or on the weekend must notify their supervisor.
3. Attempt to know each assigned resident well enough in order to assist them with personal, social, and academic concerns.
4. RAs will actively support the Department of Housing & Residence Life's Mission Statement and staff, facilitate the growth and development of all residents, demonstrate respect to all residents, and maintain a healthy floor/hall community environment.
5. Role model and encourage respect for individual similarities and differences.
6. Fulfill the departmental programming/community engagement requirements (e.g. bulletin boards, door decorations, intentional interactions, floor & building wide programs) by the scheduled due dates
7. Maintain a welcoming environment for residents by providing door decorations and facilitating the development of informational, educational, and entertaining bulletin boards.
8. Hold floor/ living group meetings according to departmental deadlines and/or in consultation with supervising RED to build community and to address residents' concerns by developing written, posted, and agreed upon community standards.

G. HELPING RESPONSIBILITIES

1. Encourage students to uphold community standards.
2. Promptly report any community safety concerns such as facility issues, hate/bias incidents, acts of violence or harassment, medical emergencies, etc. Strictly follow reporting guidelines, including Title IX (EP15) incident reporting, as outlined in the department's crisis response and operations manual.
3. Actively intervene in and document all situations that are disruptive and/or may violate policy. Provide accurate written information about all such situations within 12 hours of the incident and notify their Supervisor/RED On Duty as instructed.
4. Be familiar with campus and community services, respond to crisis and emergencies, and serve as a resource/referral agent.
5. Orient students to academic advising resources. Ensure that all academic information shared is current and accurate.
6. Promptly report any students of concern that need additional support as outlined in the department's crisis response and operations manual.

7. Assist residents in their academic pursuits through individual attention, sharing information, teaching academic skills, and offering educational programming.

H. LEADERSHIP RESPONSIBILITIES

1. Demonstrate exemplary behavior and follow all departmental and university policies.
2. Role model integrity-based decision making skills both on and off campus and through social media.
3. Provide hall government and hall program support through participation in regular government meetings, programs, and/or events. Regular participation is minimally once a month.
4. Identify resident concerns and work to remedy/support these situations.
5. Act as an information and referral source for students.
6. Assist students in their academic pursuits through individual attention, sharing information, teaching academic skills, and offering educational programming.
7. Encourage residents to develop social, academic, and interpersonal skills by promoting student involvement and leadership.

I. TEAM MEMBER RESPONSIBILITIES

1. Actively participate in all training sessions and model a positive attitude.
2. Use WSU email address to ensure best possible communication is mandatory.
3. Actively use immediate supervisor preferred communication method.
4. Returning RAs are strongly encouraged to participate in departmental committees.
5. RAs are required to assist the RA recruitment and selection process.
6. Actively promote positive working relationships with staff, including modeling open and direct communication, and constructively addressing/resolving issues or concerns.
7. Participate in department sponsored events such as Week of Welcome activities/Block Parties (during WoW), department social justice program or initiative (likely to be determined during the fall semester), large scale programs and more.
8. RAs are placed as determined by the department, and may be reassigned, before or during the academic year.

J. DEPARTMENTAL RESPONSIBILITIES

1. Ensure distribution, completion, and collection of all survey and assessment instruments used by the department, Student Affairs, and the University.
2. Complete all reasonable tasks as assigned by the Department of Housing & Residence Life and/or by the immediate supervisor.
3. Be available to work at least one university vacation break period. Staff members who work break periods will receive extra compensation. Positions will be filled first by staff that volunteer and have a positive performance record with the department. If there are not enough voluntary staff members to cover all the halls that are open over a break period, names of current staff will be drawn to ensure adequate staff for emergency response.
4. Properly use all residence hall keys and CougarCards. Misuse of, negligence with, or loss of staff keys is a serious situation and will likely result in termination. Loss of keys may result in payment of a minimum of \$200.00 for replacement and consequent re-coring of locks in the appropriate hall(s). Staff members are to notify a supervisor immediately upon discovering that a key or CougarCard may be lost. Misuse of staff or student room keys (including card access) by a staff member will find them subject to termination and/or criminal prosecution.

5. If an RA resigns before the end of employment, an RA must submit a letter explaining the circumstances for the resignation or fill out a departmental resignation form. This letter will be kept in the RA departmental personnel file. All policies regarding residency requirements and Housing Contract breakage fees may apply. Upon leaving the RA position, a room reassignment will be made in consultation with their supervisor. This room assignment will not be in a hall where they have served as an RA.
6. Follow all reapplication guidelines if interested in an RA position. Staff wanting to return to the department as an SRA/RA must receive a highly recommend or recommend on their spring evaluation.

K. Compensation

1. Please note that the compensation package may affect financial aid. Resident Advisors receive a designated single room, level 3 meal plan each semester, and pre-service meals prior to the official opening date of the Dining Centers in the fall with the exception of an overflow situation. On these occasions and with any other unusual housing circumstance, the Department of Housing & Residence Life reserves the right to assign a roommate. In the event of a termination or resignation, final meals will be the day of the termination/resignation and should not exceed the average meals charged the week prior. In the event of excessive spending of the remaining balance, the resigning staff member will be billed for those charges.

L. Consent

1. I grant the Department of Housing & Residence Life to check my grades, academic progress, university conduct and records, and perform a background check. I also understand that photos and video are regularly taken at department and hall events. Unless I provide written notification that I do not want my image used, I further give Housing & Residence Life and WSU the right to use, copy, reduce, exhibit, publish and/or distribute these images. I understand that uses may include, but are not limited to photographs, videotapes, internet sites, or other types of promotional or educational mediums in existence now or in the future.

M. Termination:

1. The Department of Housing & Residence Life reserves the right to terminate an RA's position at will or for cause. When termination occurs, a conversation will take place between the RA and the immediate supervisor in consultation with the Director and/or designee and that termination will be final.
2. If removed from the position for any reason, compensation for room and board will cease on the effective date of termination. Final meals will be the day of the termination and should not exceed the average meals charged the week prior. In the event of excessive spending of the remaining balance, the terminated staff member will be billed for those charges. After the point of termination, food charges and all other housing fees will be billed to the former staff member. All regular housing contract terms apply.
3. I understand that the Department of Housing & Residence Life may cancel this RA appointment due to staff changes, reorganization, unsatisfactory performance, negative attitude, or exhibited indiscretion particularly regarding alcohol and other drugs, keys, social media and other online platforms, poor role modeling in the public eye/social situations, amorous relationships, and behavior representing a conflict of interest. I also understand that I will need to relocate immediately following termination. I will not expect to relocate to the same hall or expect to

socialize or visit in the hall in which I was employed to allow the new staff member to establish themselves in their role.