



AURORA UNIVERSITY

**OFFICE OF RESIDENCE LIFE
RESIDENT ASSISTANT POSITION DESCRIPTION**

Apply at: <http://www.aurora.edu/ra>

Resident Assistants (RA) are undergraduate staff members employed by the Office of Residence Life. The overall responsibility of a Resident Assistant is to provide leadership, assistance, and support to students living in the residence halls. Resident Assistants work in cooperation with, and at the direction of, professional staff (Residence Hall Directors) to facilitate and maximize the residence hall experience. Resident Assistants are instrumental in creating an atmosphere of quality interaction, sharing accountability, and civic responsibility. The Residence Life program offers a dynamic living environment that stimulates and encourages individual and community growth and development.

POSITION REQUIREMENTS

- ❖ Maintain a 2.5 cumulative grade point average at all times. Any Resident Assistant whose G.P.A. falls below a 2.5 will be placed on probation for an academic term. Failure to raise the G.P.A. to a 2.5 or above after a probationary period will result in termination.
- ❖ The RA must remain in good standing with the University through the tenure of their position.
- ❖ Outside involvement is limited to no more than two activities and may not interfere with the duties and commitments of the RA position (including athletics, organization involvement, etc.).
- ❖ Employment outside of the RA position must be approved in advance by the Residence Hall Director. The maximum number of hours worked cannot exceed 10 per week and may not interfere with the duties and commitments of the RA position. In the case of an internship, the RA cannot exceed 10 hours per week and must provide documentation at the beginning of the term.

JOB RESPONSIBILITIES

1. Develop a working familiarity with the campus and its resources to assist residents.
2. Provide positive academic role modeling by dedicating oneself to personal scholastic success.
3. Be available, visible, and approachable to the residents in the hall.
4. Learn about the morale of residents in the assigned residence area and identify potential conflicts. Actively assist with problem resolution by helping to strengthen interpersonal communications with residents and by developing a sense of community among all residents.
5. Become knowledgeable about personal abilities and limitations. Provide effective referrals.
6. Be sensitive to issues involving confidentiality and security.
7. Understand and articulate University and Office of Residence Life policies and procedures. Become knowledgeable about the student discipline system and encourage residents to be responsible for their behavior.
8. Develop and implement programs that meet residents' developmental and educational needs.
9. Assist the professional staff with administrative duties and tasks (i.e. maintenance issues, functional assignments, closing procedures, etc.)
10. Demonstrate teamwork by being open to personal and organizational growth and change.
11. Promote diversity awareness to establish a pluralistic community within the residence halls.

REMUNERATION AND BENEFITS

Remuneration includes a waiver of room and board when classes are in session for the duration of employment and a \$750 stipend for the year. Benefits include the opportunity to gain meaningful experience and valuable skills in the areas of human interaction and growth, to develop and enhance leadership abilities, and to be more involved in the University community.