



Office of Residence Life

Resident Advisor Job Description

Resident Advisors (RAs) are students who live in the residence halls and whose key functions include facilitating community development and ensuring the effective management of the residence halls. The RA job description has six basic roles listed below.

QUALIFICATIONS

- Must have completed two (2) academic terms at Cedar Crest College at the time of appointment.
- Have and maintain a minimum GPA of 2.7.
- Be a full-time student at Cedar Crest College.
- Have the ability to perform roles and responsibilities listed below.

RESIDENT ADVISOR ROLES & RESPONSIBILITIES

1. PEER HELPER

- Initiate contact, make introductions, and stimulate conversations among resident students in assigned floor/area and within the building.
- Participate in and organize floor activities.
- Assist in conflict resolution between roommates and among floor residents.
- Be aware of all college resources (i.e. Health and Counseling Services, Advising Center, Security, etc.) and refer problems beyond competency to appropriate sources.
- Participate in crisis prevention and intervention as needed.
- Follow confidentiality guidelines as outlined in the RA Manual.

2. EDUCATOR

- Encourage and support an atmosphere conducive to studying and well-being.
- Plan and implement programs as outlined in the RA Manual.
- Be aware of the academic support services on campus and encourage students to seek appropriate academic assistance when needed.
- Be aware of and promote the many activities, facilities, resources and persons on campus and in the community that are available to students.

3. ADMINISTRATOR

- Complete required paperwork when necessary in a timely manner (i.e. incident/violation reports, weekly reports, room condition reports, etc.)
- Complete room inspections as required.
- Assist with preparation of residence hall rooms at the opening and closing of the residence hall at the beginning and end of the year as well as for all College breaks.
- Keep students informed about College policies and Residence Life regulations through flyers, meetings, discussions with residents, etc.
- Report any maintenance, housekeeping or security concerns immediately.
- Post informational and educational signs on the floor.

- Be on-call on a rotational basis when residents are permitted in the residence halls, including breaks and before and after the academic year.
- Be the first to arrive and last to leave during breaks and vacation, and ensure that residents have properly checked out and paperwork has been completed and turned in on time.
- Employment outside of the RA position must be approved by the Hall Director and the Director of Residence Life.
- Be responsible for the master keys for the building.
- Assist with the housing selection process and RA selection process.
- Attend all RA in-services as required throughout the year.
- Return to campus early in August and January for training.

4. **POLICY ENFORCER**

- Adhere to, communicate, and enforce College and Residence Life rules and regulations.
- Share responsibility with the other members of the Residence Hall staff, Honor & Judicial Board and members of the College community for upholding the Honor Code.
- Report violations of residence hall policies to the appropriate people in a timely manner and provide additional follow-up as needed.

5. **TEAM MEMBER**

- Participate in fall training and winter training, as well as all scheduled in-services throughout the year.
- Serve as part of a team of staff members responsible for one residence area.
- Attend weekly staff meetings.
- Meet regularly with the Hall Director.

6. **ROLE MODEL**

- Recognize responsibilities as a role model for all students.
- Act in accordance with all College policies.
- Exhibit behavior that is professional and appropriate.
- Demonstrate enthusiasm and a positive attitude towards the RA position.
- Establish and maintain clear boundaries with residents and staff.
- Act as a representative for the Department of Residence Life and positively portray the department.

BENEFITS

- Free single room.
- Free air conditioner (in applicable halls).
- Payment for five hours per week for 15 weeks per semester at minimum wage.
- Mentor relationship with Hall Director.
- You will be able to move back to campus on date set by Office of Residence Life.
- You must attend mandatory training prior to the start of each semester and be available for New Student Orientation in August.