

COCM Job Description

Job Title: Resident Assistant

Reports To: Graduate Resident Director of Residence Life

Updated 02/23/2021

Position

The Resident Assistant (RA) is responsible for a floor, wing, or area within Campus View Student Housing as well as assisting with the marketing and advertising of Campus View Student Housing. The RA is responsible for helping to address personal and academic concerns of the student and to assist in mediating group conflicts that may arise. The RA serves as a facilitator to encourage a cooperative and considerate group living environment. The RA is expected to build a feeling of community by initiating and helping to organize educational and social floor, wing, and community activities and programs. The RA serves as a leader and role model within the Campus View Student Housing community. The RA is responsible for being a referral agent, student, peer, and policy enforcer. The RA serves as an information resource for the Highline College campus and Campus View Student Housing helping to provide tours and information on the benefits of living at Campus View Student Housing. Most of all, the RA is expected to be a person who cares about people and makes the on campus living experience a valuable one. The RA works under the supervision and direction of the Graduate Resident Director of Residence Life. **Living in Campus View Student Housing is a REQUIREMENT of the position.**

Responsibilities

The following indicates primary duties in four functional areas of responsibilities. These are cited *examples only*. It is not intended to be an exhaustive list of all duties.

1. Connection with Residents: The RA serves as a leader and role model and must abide by all policies. You should have pride in what you do and where you live. This includes but is not limited to:

- Developing a personal relationship with residents on his/her floor and the residence hall community.
- Showing interest and concern for each resident daily, and should encourage involvement on the floor, in the residence hall community, and within Highline College campus-wide activities.
- Referring student experiencing issues requiring counseling support to appropriate resources.
- Acquainting students with facilities and services on the campus.
- Acting as a communication link between students and Campus View Student Housing staff.
- Confronting policy violations and document incidents appropriately. All violations of policy witnessed/confronted should be reported to Campus View Director/ Graduate Resident Director of Residence Life
- Supporting and coordinating efforts of the Hall Council and student-staff in carrying out policies to promote general welfare of the residents.

2. Programming

The RA serves as a conduit of information to help the residents of Campus View Student Housing adjust to living in an apartment setting and transitioning into college. They spend time identifying the residents' needs and interests and then provide programs and activities that meet those specific needs. RAs support student leadership and involve students in planning, implementing, and publicizing programs within Campus View Student Housing.

3. Administrative Responsibilities

The RA plays an important role in executing administrative tasks for Campus View Student Housing in a thorough and prompt manner. The RA should maintain a positive working relationship with other personnel in Campus View and should always conduct oneself in a responsible and professional manner.

4. Support of Campus View Community Efforts

The only way for the students to have a positive experience living at Campus View Student Housing is for the staff to support one another in the efforts to run our community. Each RA will be expected to do their fair share of all aspects

that require a group effort. This includes but is not limited to, participating in on-call duty coverage with other resident assistants in Campus View Student Housing. This includes **weekday, weekend, and, quarter break holiday vacation on-call duty.**

5. Marketing and Advertising

The RA plays an important role in the marketing and advertising of Campus View Student Housing. RAs will be required to perform building tours, represent Campus View Student Housing at tabling events and presentations, and be knowledgeable about the benefits of on-campus living. RAs will receive training that encompasses these aspects.

6. Safety and Security

The RAs serve a key role in ensuring the safety and security of Campus View Student Housing and the residents who live in the building. This role includes, but is not limited to:

- Being knowledgeable of and holding residents accountable to the tailgating policy
- Recognizing, identifying, and approaching non-residents without an escort in the building
- Holding residents accountable for their guest's behavior

Terms of Employment

1. Academic Requirements

Every RA must be enrolled in a minimum of 6 credits and in good academic standing at Highline College. A student in good standing is defined as someone clear of conduct issues, has a GPA at or above 2.5 on a 4.0 scale and is current with both their Highline College and Campus View Student Housing account.

2. Appointment

- Academic year position: The term of appointment is for three academic quarters (Fall, Winter, and Spring), beginning one week after Summer Quarter move-out and ending 2 days after Spring Quarter move-out.
- Summer quarter position: The term of the appointment is for the Summer quarter only beginning 4 days after Spring Quarter move-out and ending 4 days after Summer Quarter move-out.
- No position is guaranteed to extend past the term of the appointment. RAs should not expect to continue to the next term. A rehire interview process will be conducted and the RAs performance will be taken into account in considering the RA for re-appointment.

3. Minimum Qualifications

- Student in good-standing (conduct and financial) with Campus View Student Housing
- Student in good academic standing at Highline College; 2.50 GPA minimum.
- Previous on-campus living experience is preferred
- Efficient organizational skills and ability to perform detailed administrative tasks
- Excellent interpersonal and communication skills
- Ability to work collaboratively with others and to maintain a professional working relationship with fellow RAs and other staff

4. Desired Qualities

- Demonstrated responsibility, maturity, and sensitivity to cultural and emotional issues impacting other individuals
- Passionate about service to others
- An interest in contributing to the success of Campus View Student Housing community and to continuous improvement for personal and professional growth

5. Remuneration

One bedroom in a shared four-bedroom suite for the duration of employment. Assigned room is specific to the RA position and the individual is required to vacate at the end of their employment. An alternate room will be assigned if the individual elects to remain a resident.

6. Schedule of Hours

The RA should schedule time to perform the necessary and specific job responsibilities as well as be available for students when called upon for emergency purposes. RAs can expect to be on call 2-5 evenings per week, including weekends, holidays and break periods. RAs should expect to be scheduled between 4-6 days, total, during the December and Spring Break periods. RAs will assist in office coverage (5PM-7PM) during their on-call evenings. Additional meetings and training occur during the week. It is understood that a staff position at Campus View Student Housing cannot easily be translated into hours worked per day or week because of the unique nature of the responsibilities and needs of the community. The position requires a genuine personal commitment and a good understanding of the nebulous nature of the actual time involved.

7. Other Commitments and Employment

- Time off or absence from the building should be kept to a minimum in order to maintain a presence on the floor and around the residents.
- Other paid employment is permitted, **with approval** from Director/Graduate Resident Director of Residence Life. External employment is not to exceed 20 hours per week. Resident Assistants must be present on campus for dates including move in and out, quarter breaks, turn, holidays and weekends.

8. Working Conditions

Resident Assistants serve as employees of Campus View Student Housing and therefore, Capstone On Campus Management (COCM).

- As an employee of COCM, you are expected to work within the guidelines set forth within the COCM Employee Handbook. In the event of conflict that may arise in the execution of this employment contract, precedence will be given to the COCM Employee Handbook.
- RAs must know, support, and abide by the college and Campus View community policies and regulations pertaining to personal conduct as well as assist in conflict resolution with residents. *Any RA who is found responsible for violations of College and/or housing policy and/or placed on disciplinary probation may be terminated from the position.*
- RAs must maintain high levels of accessibility for their residents and the housing team. Email will be the primary method of communication, but the use of the RAs personal cell phone for work/staff phone calls or text messaging may be necessary. No additional compensation will be provided for the use of the RAs personal cell phone for work related communication and as such, the use will be kept at a minimum.
- The period of employment begins with pre-semester training, 2-3 weeks prior to the Fall Quarter move-in date; and 2-3 days prior to the Winter, Spring, and Summer Quarter move-in dates. The Director/Graduate Resident Director of Residence Life may extend employment to include the Summer quarter.
- The Director and Assistant Director will formulate working expectations and requirements in writing for the RA.

I, the undersigned, have accepted the RA position and agree to serve in the RA position for the 2021 – 2022 Academic Year. I have been assigned to Apartment _____, and agree to move-out of the assigned space within 72hrs of the end of employment.

Staff Print Name

Signature

Date

Director Name

Signature

Date