RESIDENT ASSISTANT
POSITION DESCRIPTION AND RESPONSIBILITIES
AGNES SCOTT COLLEGE
OFFICE OF RESIDENCE LIFE

The Resident Assistant (RA) is a paraprofessional student staff member for the Office of Residence Life. The RA assumes responsibility for fostering an environment that supports the academic and personal development of students. The RA works closely with the Graduate Hall Director (GHD) and Senior Resident Assistants (Senior RA) in order to maintain a level of consistency between the area and the Office of Residence Life in regards to community standards. The position requires dedication, flexibility, commitment, and enthusiasm as the staff will actively respond to the changing needs of the residential community.

MINIMUM QUALIFICATIONS

- Have at least 2 semesters of college or university residential living experience.
- Maintain a semester and cumulative GPA of 2.5.
- Be available for a full academic year (fall and spring semesters), unless otherwise agreed upon with the Assistant Director of Residence Life.
- Be a student in good standing at Agnes Scott College.

REQUIREMENTS

- An RA must be a full-time student carrying a minimum course load (12 credit hours if enrolled in an undergraduate program). All exceptions must be approved by the Assistant Director of Residence Life.
- In the case of additional employment, an RA must inform the Assistant Director of Residence Life. The additional employment may not exceed 5 hours per week, unless otherwise approved by the Assistant Director.
- Due to opening and closing responsibilities, RAs are typically not granted leave the first two weeks of a semester or the last two weeks of a semester. Staffing patterns may dictate approval of requests.
- An RA must complete and attend all training activities held in the spring prior to their actual employment approximately two weeks before the beginning of fall semester, and one week before the beginning of spring semester. Staff should anticipate a full schedule during training sessions and not make any additional plans during this time.
- RAs may not participate in the Bridge 2 Business program or be a member of the Orientation Council as these responsibilities conflict heavily with RA training.
- An RA is expected to serve with honor, uphold and abide by the Student Code of Conduct and all of the college & residence life policies.

RESPONSIBILITIES

The RA role is guided by the idea that RAs are to build community with their residents by utilizing the objectives outlined below. The roles and tasks articulated provide the tools to achieve the educational mission of Agnes Scott College, as well as the vision of the Division of Student Life, and goals of the Office of Residence Life.

1. Personally know, interact with, and support your residents.
2. Actively link your residents to floor and campus community.
3. Promote and equip your residents to succeed academically.
4. Develop personal communication and leadership skills of your residents.
5. Support intercultural and leadership development/competencies by engaging with complex global issues.
6. Participate in on-going training to lead strategically and ethically.
7. Encourage residents to reflect on values, ethics, and our diverse global society.
8. Challenge your residents to engage in safe and healthy lifestyles.

**Education and Leadership**

- Maintains a positive and team oriented attitude towards the community, staff, and department.
- Supports hall initiatives (ie. programs hosted by Residence Life, Living Learning Community, Theme House events, etc.).
- Serves as an academic role model and actively demonstrates interest in residents’ academic engagement.
- Participates in recognition/encouragement of staff and community members.
- Supports ASC’s new initiative, Summit, by enhancing programming & education outside of the classroom to reflect Global learning and leadership development.
- Demonstrates effective and ethical decision making skills.
- Encourages and provides opportunities for student involvement and leadership development.
- Participates in on-going training to lead strategically and ethically.

**Community Development**

- Learns the names of all assigned residents.
- Develops and maintains positive interpersonal relationships with students in the RA’s assigned residential area.
- Fosters a strong sense of community among residents.
- Advises and counsels residents with personal and academic issues (within the scope of training).
- Mediates conflicts between roommates and communities.
- Serves as a referral agent to appropriate college and community resources, as well as regularly collaborates with faculty and staff across campus.
- Emphasizes a community atmosphere that promotes a balance between academic and residential experiences through a diverse programming model.
- Supports residents in assessing academic and extracurricular interests.
Meals during Financial stipend of $2, 500.

Compensation

- Private residence hall room.
- Financial stipend of $2, 500.
- Meals during days in which we are in training.