

Lewis & Clark College
OFFICE OF CAMPUS LIVING

Resident Advisor Job Description

In conjunction with other College staff, the Resident Advisor is responsible for promoting student learning and personal growth by fostering residential environments that are safe, well maintained, educationally purposeful, and supportive of the mission of the College.

- The RAs commitment is three pronged—First to the residents of the community, second to the entire residence hall staff, and finally, to the Office of Campus Living.
- The RA helps all students make the residence hall a positive living experience.
- The RA is well versed in campus resources and activities, College policies, guidelines and standards, and helps students seek answers to questions and problems. Further, the RA transmits information to and from community members in an appropriate, timely fashion.
- The RA helps community members resolve problems that may arise in group living situations and uses College staff to help whenever necessary.
- The RA is an effective, supportive, and contributing member of the Campus Living staff.
- As a representative of the Office of Campus Living and Lewis & Clark College, and as a role model for students, the RA must have a sense of their own personal values and must agree to support the standards and values held by the College. Honesty, integrity, and trustworthiness are fundamental values required.
While on or off duty, within a residence hall or not, RAs carry the responsibility of setting examples in all types of environments. RAs are expected to uphold the integrity of the Campus Living program and to remain fully aware of their potential impact on residents and other students. An RA is informed about state and federal laws and at all times acts in accordance with the policies and procedures of the College.
- The RA experience is intended to enhance the student's intellectual and personal growth, to encourage problem-solving techniques, and to further leadership skill development. The successful Resident Advisor will learn how to:
 - Improve problem-solving skills
 - Develop comprehensive peer-counseling skills
 - Develop effective communications, including written, oral, and listening skills
 - Work as an effective member of a diverse group
 - Assess student needs and when/where to refer students for further assistance
 - Mediate conflict
 - Confront negative behaviors with confidence
 - Effectively respond to crises
 - Develop strong administrative skills, including delegation, paperwork completion, and planning
 - Plan and implement effective meetings
 - Plan, promote, and implement events
 - Create and successfully maintain a full, balanced schedule

Minimum Qualifications include:

1. Minimum cumulative GPA of 2.5
2. Sophomore standing or higher and full-time student status
3. Prior group living experience
4. Time, ability and interest in relating to and working with residential students
5. Must have a completed, signed residence hall contract or lease according to the procedure outlined by the Office of Campus Living

General Responsibilities

1. Return to campus early to participate in all staff training, including but not limited to all staff training sessions (Fall—mid August, Winter, and Spring) and ongoing leadership development activities.
2. Attend required weekly staff meetings, regular meetings with your supervisor, and staff development activities.
3. Fulfill responsibilities for New Student Orientation as directed.
4. Serve as a community builder on your hall.
5. Demonstrate sensitivity to the needs of all students and to the value of diversity in each community member, including religious, gender, sexual, and cultural identities.
6. Know the names of and information about each hall resident, be available to students in your community, and serve as a referral agent when unable to meet a community member's needs.
7. Remain cognizant of your abilities and refer community members to appropriate resources (Counseling Service, Health Service, Health Promotion & Wellness, etc.)
8. Follow through with community member requests and respect confidentiality while resolving differences.
9. Work cooperatively as a loyal team member with the entire Campus Living staff and actively support the mission and philosophies of Campus Living and of Lewis & Clark College.
10. Be fully acquainted with emergency procedures and be available to assist and support community members during crisis situations.
11. With the exception of academic studies, the RA job will be your top priority. All co-curricular involvement must be discussed with and approved by the Area Director.
12. Role model, abide by, and enforce all college policies. Become familiar with departmental policies and assist in creating a positive environment across campus.
13. Read *the compass* (RA Staff Manual) and remain familiar with its contents.
14. Other duties as assigned, i.e.: special projects, assisting the Area Director, committee responsibilities.

Administrative Responsibilities

1. Assist with opening and closing of the halls for Fall and Spring semesters. Remain on duty after the halls close each semester as required by the Area Director.
2. Submit occupancy and other reports **promptly** as requested by the Area Director or Office of Campus Living.
3. Aid in room assignments and room changes within the hall/floor.
4. Assess and manage floor maintenance needs. Report needs immediately to your Area Director and Facilities Services through the online Service Request process.
5. Assist with the management of trunk rooms.
6. Cooperate fully with Campus Safety officers through enforcement and documentation of College policy violations.
7. Support other College departments and operations as requested.
8. Assume night and weekend duty responsibilities as directed. Sunday-Thursday duty: 7pm-7am; Weekend duty: Friday 7pm-Sunday 7pm.
9. Facilitate/participate in community meetings on a regular basis.
10. Inform residents of Lewis & Clark policies and procedures.
11. Participate in formal conduct meetings as required.

Residential Education and Community Building

1. Inform yourself of and communicate academic, cultural, and social opportunities and resources with community members on a continuing basis.
2. Use the talent and space within the hall for programs and community builders. Attend and support hall events and RA programs.
3. Plan, promote, implement, and document the required number of programs and community builders per semester for your community as outlined in *the compass* and during Fall training.

Remuneration

1. As remuneration, RAs will receive the equivalent of room rent and 14-flex meal plan.
2. RAs with financial aid awards understand that the stipend for the RA position is included in financial aid packaging. You are urged to check with the Student Financial Services Office if there are questions. Financial aid packages may be adjusted to reflect a decrease in the order of loan, work, or grant award.