



Residential and Commuter Life

New RA Candidate Information

The Resident Assistant holds a critical role within the Office of Residential and Commuter Life. Resident Assistants (RAs) are the front line in responding to academic, social, and personal concerns of residents living in our communities. We rely heavily on our RAs to build strong relationships with residents, facilitate communities of engaged students, and respond to crisis and emergency situations. Students in these positions are expected to be good communicators, excellent role models, and excited to work with their peers!

The Position

The RA is a paraprofessional member of the Residential and Commuter Life team who is trained to function as a peer mentor, community builder, and resource person to a group of undergraduate residence hall students. Each RA lives on a floor or "wing" with 15 to 50 students and is expected to carry out certain administrative, programming, and educational functions as outlined below. The RA reports directly to the Area Coordinator (AC) of the complex and is accountable to the Director of Residential and Commuter Life. The RA is a student administrative official of the University.

Minimum Qualifications

- 1) Attain sophomore class standing by the time of appointment.
- 2) Must be in good social and academic standing. Cumulative GPA minimum of 2.5 at time of application and during employment.
- 3) Must be a full-time Marian University student.
- 4) Must attend 1 RA Information Session
- 5) Must attend all Interview Day(s), if invited to attend by meeting all application requirements.
- 6) Hired RAs must attend the following training sessions* [**MANDATORY** without exceptions]:
 - RA Pre-Training (RAP) – One Saturday in Mid-April from 10 a.m. – 2 p.m.
 - RA Orientation (RAO) beginning early August
 - Mid-Year RA Orientation (MYRAO) beginning early January

For application timeline, please visit: <https://www.marian.edu/campus-life/residential-and-commuter-life/apply-to-be-an-ra>

Terms of Employment

The position is for the academic school year (9 months) with the opportunity for reappointment dependent on performance. In addition, all staff members must participate in training sessions prior to the beginning of each semester and must stay late to close buildings during vacation periods.

Stipend

First year appointment: Free single room, free parking pass, and \$700 stipend (\$350.00 per semester).

*Please note, the cost of the residential meal plan is NOT covered by the RA position.

Responsibilities

Administration and Management:

- Verify condition of each room on your floor at the beginning of the academic year and when students leave the residence hall room. Complete an RCR for each resident on your floor/wing.
- Assume "on-call" responsibility on a rotating basis as determined by the Area Coordinator.
- Assist the Area Coordinator in the opening and closing of the halls before and after vacation periods.
- Assist the Area Coordinator in facilitating room changes within the community.
- Assist the Area Coordinator in implementing security procedures (i.e. locking of doors, safeguarding University property, etc.) and in educating students on protecting their own personal safety and property.

- Assist the Area Coordinator in implementing check-in/check-out procedures and key distribution and collection for University students and guests.
- Make regular health and maintenance inspections in your wing and report damages and maintenance needs promptly to the Area Coordinator and appropriate maintenance personnel.
- Perform other duties as assigned.

Community Development: Academic, Cultural, Social, and Spiritual

- Be aware of the overall welfare of students on your floor and refer those needing assistance.
- Encourage student participation in educational, social, and cultural programs on campus and in the community.
- Promote the activities, events, and programs of all University offices, and student organizations.
- Help students develop effective study and personal habits.
- Provide academic, cultural, social, and spiritual programs and activities in your residence hall, and for the overall campus community.
- Involve faculty, staff, administration, and community members whenever possible and beneficial in hall and floor activities.
- Develop relationships with students, and promote a hall community that is conducive to the overall success of students.

Discipline:

- Maintain an orderly environment in the residence hall and the floor to which you are assigned.
- Interpret and explain University policies, procedures, and regulations to students and guests.
- Serve as an appropriate role model (both on and off campus) for other students. Observe all rules and regulations of the university and office.
- Encourage students to accept responsibility for their own behavior and the benefits of a positive and orderly community.
- Consult regularly with the Area Coordinator concerning disciplinary procedures and problems in the hall.
- Follow appropriate disciplinary procedures (i.e. confrontation, documentation, follow-up), while addressing and reporting University and residence hall policy violations.

Counseling and Crisis Management:

- Be available to students in your room and be seen frequently on your floor and in the hall. Refer students to the appropriate campus and community offices and agencies (i.e. Campus Police, Counseling and Consultation Services, Academic Advisor.)
- Identify and address emergency situations and student behavior. Follow up and refer to the appropriate offices as needed or directed.
- Serve as a mandatory reporter for incidents related to Title IX, violence, and sexual misconduct.
- Assist the AC, RAs, Assistant Director, Director of Residential and Commuter Life, and Campus Police in conducting building evacuations and managing all student, facility, and university emergencies.
- Keep the Area Coordinator and your staff informed of all student concerns and crises. Provide support and assist others when called upon.

Miscellaneous:

- Keep AC advised of problems and successes you are experiencing on a regular basis.
- Observe professional ethics in your relationship with other students and staff (i.e. observe the principles of confidentiality, integrity, and positive role modeling.)
- Participate in all in-service training sessions and regular staff meetings, RA preparation, RA Pre-Training, and the RA Orientation session held at the beginning of each semester.
- Accept no other employment/internship on or off campus, without approval of the Area Coordinator.

We appreciate your interest in working on the Residential and Commuter Life team. Should you have any questions concerning the application process please email us at housing@marian.edu.