**2018-2019 RA Position Description**

The Resident Assistant (RA) is a paraprofessional staff member of the Residential Life and Housing office. It is the responsibility of the RA to complement the process of formal education by establishing a strong community, in collaboration with Residential Life & Housing staff, thus enhancing the quality of life in the residence halls. The successful RA is concerned with the growth and development of each individual of their hall, the operations of the department, and is expected to promote an environment conducive to a community in which all residents can thrive. RAs must demonstrate initiative, dependability, and a positive attitude. The RA receives supervision from the Hall Director and Associate Director(s) of the Residential Life & Housing staff.

Resident Assistants are provided training throughout the year, including training prior to the start of each semester and in-service training during the academic year. Job responsibilities are encompassed in the broad areas outlined below.

**Advising and Guidance**
Responding to residents of the RA’s area, in both on-call and residential resource capacities. This includes providing support, community connections, and making appropriate referrals. RAs are expected to document interactions according to their training.

**Information, Communication, & Resource Referral**
RAs are responsible for attendance at staff meetings and responsiveness to department communications. RAs also provide information and resources to their residents in both passive (bulletin boards & newsletters) and in person means. RAs must maintain competence in department protocol and utilizing department resources as instructed. Supervision is provided to RAs throughout the year to support these efforts.

**Community Activity Planning**
RAs contribute to community building through activities and programming as part of the Residential Life curriculum, including planning educational and social opportunities for community engagement. RAs will be expected to plan within the parameters (time, finances, space) provided by or developed in collaboration with their supervisor. RAs are expected to be active participants in the Residential and Campus community and encourage participation among their residents.

**Maintenance, Community Standards, & Safety**
RAs understand and familiarize their residents with community standards, community safety, emergency, and fire evacuation procedures. RAs may be called upon to assist with emergency needs at any time, and conduct regular community safety inspections as instructed by the department. RAs establish community standards in adherence to Residential Life & Housing and College policy, and model appropriate behavior at all times. RAs document matters of concern in a timely manner as trained, and engage in consultation according to Department procedures.

**Duty Responsibilities**
RAs must participate in a rotating, on-call duty schedule, to be determined based upon staffing and building assignment. While on duty all RAs are responsible following Department protocol, including being accessible by duty phone and other expectations of duty rounds or activities. RA participation expectations will include evening, weekend, and holiday time commitments. There are also responsibilities associated with opening and closing each semester. Planning for breaks is to be discussed with the RA’s supervisor prior to making commitments.

**Personal/Paraprofessional Development & Departmental Responsibilities**
RAs are student employees of the Residential Life and Housing Department, and as such are expected to maintain attendance and appropriate interpersonal communication as a paraprofessional. RAs are expected to hold this position as a first consideration in their co-curricular and extra-curricular involvement. The Department is committed to providing training and professional development opportunities to support the success of RAs in this role. RAs are held to a high standard of professionalism and role-modeling. As such, they are expected to engage in appropriate behavior that aligns with departmental and college policies.

In accordance with its own values and with federal, state, and city statutes and regulations, Barnard does not discriminate in admissions, employment, programs, or services on the basis of sex, race, color, creed, national origin, sexual orientation, or disability. This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required now or in the future.