The Head Resident Assistant (HRA) is a paraprofessional staff member of the Pre-College Programs office. It is the responsibility of the HRA to complement the process of formal education by establishing a strong community, in collaboration with Pre-College Programs staff, thus enhancing the quality of life in the residence halls. The successful HRA 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 HRA receives supervision from the Graduate Assistant and Associate Director of the Pre-College Program staff.

Head Resident Assistants are provided training prior to the start of Pre-College. Job responsibilities are encompassed in the broad areas outlined below.

**Staff Mentor**
Head RAs serve as a mentor and resource to the new RA staff members. HRAs will attend additional training and assist the Graduate Assistant staff with coordinating and implementing RA staff training. Head RAs will also directly mentor new RAs through assisting with their programming requirements, and providing support for any issues that may come up.

**Advising and Guidance**
Responding to residents of the HRA’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**
HRAs are responsible for attendance at staff meetings and responsiveness to department communications. HRAs also provide information and resources to their residents in both passive (bulletin boards & newsletters) and in person means. HRAs must maintain competence in department protocol and utilizing department resources as instructed. Supervision is provided to HRAs throughout the year to support these efforts.

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

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

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

**Personal/Paraprofessional Development & Departmental Responsibilities**
RAs are student employees of the Pre-College Programs Department, and as such are expected to maintain attendance and appropriate interpersonal communication as a paraprofessional. HRAs 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 HRAs in this role.
2018 Pre-College Head RA Position Dates

Please note that the dates below are subject to change. Additional dates, including summer end / break duty information, will be provided during June training, if not sooner. RAs will also be required to meet with their Graduate Assistant supervisor on a weekly basis. Requirements may be added at any time based upon the needs of the Department and College.

Dates below are mandatory for all student staff members unless otherwise noted:

- Head RA Training: Wednesday, June 13th – Saturday, June 16th
- All RA Training: Sunday, June 17th – Saturday, June 23rd
- Opening Day #1: Sunday, June 24th
- Independence Day: Wednesday, July 4th
- Opening Day #2: Sunday, July 8th
- Residence Hall Move Outs:
  - Monday, July 2nd
  - Tuesday, July 3rd
  - Wednesday, July 4th
  - Friday, July 13
  - Saturday, July 14
  - Wednesday, July 18th
  - Thursday, July 19th
  - Friday, July 20th
  - Saturday, July 21st
- Beyond the Gates: Wednesdays (all day) during the Program (6/27, 7/11, 7/18)
- Festival of the Arts: Wednesday, July 18th
- Closing Banquet: Thursday, July 19th
- Final Staff Meeting, Head RA Debrief Meeting & Staff Banquet: Monday, July 23rd

Any conflicts with dates should be discussed and approved by Associate Directors Joelle Tolifero & Lizeth Jaramillo, prior to signing the RA contract and accepting the position.