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.

The Resident Assistant position is a live-in position. Resident Assistants are required to live in the room and hall to which they are assigned. As part of the commitment to the Resident Assistant’s work, Resident Assistants must demonstrate availability, visibility, and accessibility to residents throughout the week (even when not “on duty”) by being present in the assigned area of responsibility and actively connecting with residents. A significant degree of flexibility in the specific hours for availability is expected given the nature of the job. Availability time will vary from week to week. To ensure this availability, resident satisfaction and retention, and completion of all position responsibilities, Resident Assistants are strongly encouraged to limit the amount of outside activities/commitments such as work, volunteerism, and participation in College athletics and student organizations. The number of hours for any additional commitments must not exceed a total of 20 hours each week unless explicitly granted approval by the supervising Hall Director/Associate Director.

Presence in the residence halls may be needed on an emergency, sudden and/or unplanned basis, including but not limited to power outages, snow storms/inclement weather, and/or other periods of time as deemed necessary for the safety and security of the residents and halls. Emergency presence will be deemed necessary and communicated at the discretion of Residential Life & Housing.

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 and participation in 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.
Community Activity Planning
RAs contribute to community building through planning activities and programs as outlined in the Residential Curriculum. This includes planning educational and social opportunities dedicated to life-learning, community engagement, personal health & wellness, and social justice & inclusion. 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. While on duty, RAs are prohibited from being under the influence of alcohol or other drugs. RA on-duty 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.