Position Title: Resident Assistant (RA)
Department Name: Office of the Dean of Students

Primary Purpose:
To be a community leader in a residence hall generally housing a majority of sophomores by being an accessible presence in the residence hall, getting to know residents, maintaining residential standards and by facilitating community formation. Commons offices will look to Resident Assistants (RA) to cultivate a culture of personal responsibility in the residence halls. RAs serve as a liaison to facilities management and Residential Life staff, and must become active members of the Commons team and supporters of Commons Council.

Responsibilities:

Residential Life and Orientation

- Undergo Residential Life training during the scheduled time prior to the fall term.
- Assist in the residence hall the entire day first-year students move in.
- Assist with all aspects of first-year orientation as required.
- Attend weekly residential life meeting.
- Meet with Commons Head, Dean, and/or Coordinator as needed.
- Attend Commons Council meetings or otherwise support the Council as required by your Commons.
- Assist Commons Heads with sophomore programming.
- Assist other RAs as needed or assigned.
- Communicate with residents on behalf of the Commons Office.
- Serve as necessary during campus emergencies.

Residential Standards

- The RA must at all times comport him/herself in ways that support the mission and policies of the College. In addition, Residential Life Staff Members may not engage in any behaviors that act in opposition to the mission of the Commons.
- Communicate and uphold residential standards and expectations regarding cleanliness (e.g., dishes, trash and other obstructions in the hallways, etc.), safety (e.g. avoiding and eliminating fire hazards, obstructions, etc.), noise, and behavior (including illegal drinking, drug use, etc.).
- Noise standards: meet residents to establish and articulate clear expectations regarding noise and noise complaints and resolve immediate problems (including intervention on noisy rooms and/or informal parties), and follow up as necessary.
- Educate residents about Sober Friend practices and act as Sober Friend as necessary.
- Party standards: meet with residents to establish and communicate residence hall expectations surrounding in-room social gatherings and resolving issues as necessary.
• Work with Commons Team and Residential Life as necessary on specific issues that may arise in residence hall.
• Keep Commons Team informed about important residence hall issues.

**Community Development**

• Promote individual responsibility in residence hall.
• Promote a respectful, safe, and inclusive environment in residence hall and Commons.
• Plan and carry out at least two residence hall events per semester and one J-Term event.
• Act as resource for residents who want to plan their own floor events.
• Work with residents to set floor agreements about any number of issues that may arise.
• Encourage student participation in Commons events, including Commons Council.

**Liaison to Facilities Management**

• Work with Commons Team and Residential Life to make sure students move in & out of their rooms completely and on time each semester (including room inspections and completion of check in/out forms).
• Ensure that students reside in their designated rooms and follow proper room change request procedures.
• Report facilities issues (including residence hall damage and the investigation of residence hall damage) to Facilities Management and/or Commons Office.
• Submit online work orders.
• Serve as a liaison between Custodians and students.
• Assist with fire safety checks.
• Assist with room draw.

**Working Relationships**

**Commons Heads:**
Commons Heads work to cultivate a stimulating intellectual environment within the Commons, and to integrate students’ residential and academic lives on campus. Heads support the work of individual professors and classes, and collaborate with students, the Commons Council, and the residential life staff to create a rich array of opportunities for students outside the classroom.

RAs will meet regularly with their Commons Head(s). These meetings exist to provide support and mentorship to RAs. In these meetings, the RAs and the Head(s) will discuss both the personal connections RAs forge with their hall residents, and issues and activities supportive of an inclusive, respectful intellectual community on the halls.

**Deans:**
The Dean has oversight of all issues pertaining to the health and safety of students and their academic progress. RAs are responsible for knowing the range of academic, medical, psychological and other resources that are available, both within the Commons and in the College community. RAs should be particularly vigilant for students in need or crisis, and communicate with appropriate members of the Commons Staff about such matters.
RAs are responsible for understanding what kinds of issues and information lie outside the realm of their training, so that they do not act beyond their level of training and competence. The Dean may, in turn, ask RAs to keep an eye out for a particular student in crisis, and to be in conversation with the Dean about that student as the need arises.

The Dean will meet with RAs and other members of the Commons’ residential life staff to direct ongoing training.

The Heads and Deans will work together to guide and evaluate the performance of RAs.

The Residential Life Staff Member (FYC, RA, CA) must at all times comport him/herself in ways that support the mission and policies of the College. In addition, Residential Life Staff Members may not engage in any behaviors that act in opposition to the mission of the Commons.

**Commons Coordinator:**
The Commons Coordinator is an important source of information and point of contact for a wide range of matters in the Commons, especially concerning facilities and procedures. RAs should communicate with the Coordinator as a helpful resource.

**Supervisor:**
RAs will work closely with their supervisor, who has direct oversight of after-hours and weekend schedules, when RAs will be on duty to insure safety and respect in the halls, to respond to students in need, etc. RAs must be prepared to take direction from Commons Teams or Residential Life at any time when, timely dispatch of disciplinary or other critical situations is essential.