



Residence Life & Housing | West Chester University | 202 Lawrence Center
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The Office of Residence Life and Housing Services provides an environment of learning which fosters ongoing holistic development for all community members by creating and sustaining inclusive communities rooted in ethical decision making and intentional and supportive connections.

RESIDENT ASSISTANT

Position Description: 2022-2023 Academic Year

The Resident Assistant (RA) is a paraprofessional, undergraduate student staff member of the Residence Life and Housing Program. The RA plays a vital role in facilitating an atmosphere of community upon a specific floor, wing, or apartment building. Through instructional, on-going training programs, the RA is exposed to educational experiences which assist in fostering an environment which is conducive to the academic, social, and personal development of each resident.

The Resident Assistant is considered a Campus Security Authority (CSA). A Campus Security Authority is defined by the Clery Act as an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus conduct proceedings. An official is defined as any person who has the authority and the duty to act or respond to issues on behalf of the institution (2011 Clery Act Handbook).

This leadership position provides the Resident Assistant with unique opportunities to further develop personal awareness and interpersonal communication skills vital for success in all facets of life. Resident Assistants are expected to be role models by behaving in a mature and responsible manner, using good judgment, and abiding by local and institutional policies. The use of electronic media including Facebook, Instagram, Twitter, etc. should be managed to maintain the proper image of a Residence Life and Housing staff member.

POSITION QUALIFICATIONS

1. Must be a full-time undergraduate student at West Chester University.
2. Students who are graduating in December or will be involved in student teaching or a significant internship or clinical in the fall or spring may not be eligible for a Resident Assistant position. This will be considered on a case- by-case basis.
3. At the time of application, candidates must possess a 2.50 cumulative grade point average or earn by the end of the fall/spring semester. Once hired for the position, Resident Assistants must maintain a minimum of a 2.50 cumulative grade point average. Should the cumulative GPA fall below a 2.5, the position will be terminated. Only during your first semester as an RA, if the cumulative GPA falls between a 2.45 and 2.50, you will have one semester to raise it back to a 2.50.

REMUNERATION

1. Resident Assistants will receive a stipend for the academic year broken into equal installments according to the University payroll schedule. Resident Assistants are not paid for holiday breaks. Staff should also be advised that the first paycheck may be delayed until the following pay period until student staff are in sync with the schedule. The amount is inclusive of spring semester training, August training, opening responsibilities, and the academic year through May closing.
2. A room waiver is provided at no charge for the duration of the academic year. However, staff reassignments can occur at any time. Staff living in USH properties or apartments will be sharing a suite or apartment with other residents. The RA in that space will have the opportunity to select student(s) to live with them. If no student(s) is chosen, the remaining spaces in the apartment or suite will be randomly assigned. Students assigned to live in our WCU Housing properties may be asked to share a room with another Resident Assistant.

JOB RESPONSIBILITIES

1. Employment begins at a time designated by the Director of Residence Life & Housing and officially ends in the spring semester with the close of the residence halls/apartments. This is a one-year appointment only, with a mid-year review.
2. Resident Assistants are REQUIRED to attend ALL training sessions. Fall training is in August, spring opening training is in January, and spring semester training is in March & April. Not attending will result in termination of position. Please schedule winter and summer classes accordingly as you are still obligated to attend all training sessions regardless of your class schedule.
3. Resident Assistants are required to assist with semester opening and closing responsibilities for both fall and spring semesters.
4. The Resident Assistant is responsible to, and receives direct supervision from, the Hall Director. The Area Coordinator is the Hall Director's supervisor and will also provide direction to the Resident Assistant staff. From this point on, the Hall Director/ Area Coordinator will be referred to as a supervisor.
5. The Resident Assistant position is expected to be a major priority, second only to course work. Outside employment requires advance approval by the Area Coordinator and may not exceed 10 hours per week including weekends. Requests for outside employment must be submitted in writing. Approval of submitted requests will be based on job performance. If job performance falls below expectations, then your supervisor has the right to rescind the original approval of outside employment.
6. Attendance at all weekly staff meetings, workshops, and/or training programs as specified by RLH Leadership is mandatory.
7. Each Resident Assistant is responsible, in an individual and/or team relationship, for the overall operation of a floor, wing, or apartment building(s) and is expected to make contributions to the entire building or complex. They are expected to be available to students during most of the day outside academic responsibilities and sleeping hours.
8. On-call/ Duty:
 - a. Residence Hall RAs will be on duty in the residence hall on assigned evenings from 8:00 p.m. to 8:00 a.m. The RA must remain in the building/complex and be ready to respond to any emergency that may arise. RAs in the residence halls must do rounds with another RA. You never go on rounds alone. You are always together.
 - b. Apartment RAs will be required to carry the duty phone beginning at 8:00pm and need to be back in their assigned complex by 10:00pm. The RA must remain on campus during their duty shift to respond accordingly.
9. All Resident Assistants are required to open and close the residential area for Thanksgiving Break, Winter Break, and Spring Break.
10. The RA should sleep in their assigned room when they are not off and must abide by the guest policy.
11. The Resident Assistant is permitted to be away from campus two weekends per month. The Resident Assistant must notify the supervisor whenever leaving campus overnight. Unless given permission by the supervisor, Resident Assistants are required to return the residential area by 2:00am unless using their weekend away. At least one half of the total building staff must remain on campus on any given weekend.
12. The Resident Assistant must demonstrate the ability to be a consistent and positive role model. The Resident Assistant is expected to abide by local, state, and federal laws, as well as all University rules and regulations. Any Resident Assistant found responsible for violating, or not upholding any aspect of the *Student Code of Conduct* or any policy stated in *The Guide to Residential Living* may be relieved of all job responsibilities, privileges, and remuneration, and may be required to relocate to another building or off campus.
13. Maintain a positive and open attitude when interacting with staff members, supervisors, and residents residing in or visiting the building or apartment complex.
14. The Resident Assistant is to establish and maintain a close relationship with each student within their assigned community. The Resident Assistant is to advise students within the limits of their capabilities on academic, social, and personal matters. The Resident Assistant should be aware of student problems and concerns including adjustment, homesickness, roommate conflicts, etc. and will refer students who need assistance to the appropriate campus agencies.
15. The Resident Assistant will work to create an atmosphere that is conducive to study.
16. The Resident Assistant will be familiar with university and departmental policies and be able to communicate them to students. The Resident Assistant will enforce policies and provide proper documentation as prescribed

by the Office of Student Conduct. In the case of long absences, sickness, accidents, and/or unusual behavior on the part of students, the Resident Assistant is expected to report the situation immediately to their supervisor.

17. The Resident Assistant will encourage and support resident participation in the residential area's Residence Hall Association and keep close contact with the area representatives. The Resident Assistant may be asked to attend RHA meetings in their area as well to demonstrate that support.
18. The Resident Assistant will act as a liaison between students on the floor/wing or in the apartment building and the area supervisor(s).
19. The Resident Assistant will assist with staff selection via RA interest sessions and will help identify any potential *resident assistant candidates* within the residential area and encourage them to apply for the position or get involved within the residential area.
20. Resident Assistants are required to actively participate in the planning, execution and evaluation of educational and social programs that align with the department's residential curriculum each semester. In the event of a strike, snowstorm, or any event that would disrupt our community, the Resident Assistant will provide programming for intentional student engagement.
21. The Resident Assistant is expected to prepare necessary weekly reports, logs, and evaluations including the maintenance of accurate student room inventory and damage records.
22. The Resident Assistants will conduct Health and Safety Inspections under the direction of the supervisor and Assistant Director of Health, Safety, and Well-being and prepare the appropriate reports.
23. When entering a resident's room for any reason, you **MUST** always have another staff member with you. This includes closing room checks. The only exception would be your weekly connections that you do with your residents.
24. The Resident Assistant is required to perform other duties as assigned by their supervisor.