

# **University Housing & Dining Job Description**

## **Title: Resident Assistant (RA)**

### **Basic Function and Responsibility**

Resident Assistants serve in a required live-in position to assist in the day-to-day operations and develop inclusive communities for residents of a specific residence hall. This is a 10-month position from August 1, 2022 – May 14, 2023, and requires an average of 20-hours a week. Hours will vary and include night and weekend hours. Due to RA positions being a one-year academic appointments, current RAs must reapply each academic year to be considered again for a RA position.

### **Duties and Responsibilities**

#### *Community and Individual Development*

- Create and maintain a supportive and welcoming environment for all residents.
  - Get to know residents and build rapport individually and as a group.
  - Be an available and visible presence to residents; regularly interact with the floor community, in person and/or virtually.
  - Connect with students of concern, assist with roommate conflicts, help residents create roommate agreements, follow up on issues or concerns from Excelling@Iowa surveys
  - Maintain an atmosphere conducive to academic focus, self-discipline, and student success.
- Demonstrate a commitment to individual student and community success through the implementation of the Residence Education Model (REM).
  - Plan and implement regular community building socials within the residence halls
  - Maintain regular contact with all residents in the community through one-on-one interactions (including Hawk Talks) and community-wide communication.
- If assigned to work in a Living Learning Community (LLC), work with Coordinator for Living Learning Communities, Hall Coordinators, and campus and community partners to implement and support the themes of the LLC. Additionally, be present at all LLC-related events/initiatives and encourage residents to be active participants.
- Stay informed of resident concerns, serve as an advocate, and report concerns to a supervisor in a timely manner. Appropriately refer students to university resources that will support their success.
- Encourage residents to respect the rights of others and approach one another with concerns.
- Mediate conflicts and assist with conflict resolution.
- Be knowledgeable and follow University and departmental policies and procedures; and help residents to understand these policies and procedures.

#### *Commitment to Diversity, Equity, and Inclusion*

- Support University Housing & Dining's Inclusive Community Statement and educate residents on these policies and expectations.
- Always conduct yourself in an honest, conscientious, and ethical manner showing respect for persons of all backgrounds, races, sexual or affectional orientation, gender identity, religion, abilities, etc.
- Serve as an ally and advocate for students within the Residence Halls.
- Appropriately confront and/or report students who are not showing respect for all people.
- Demonstrate knowledge and commitment to education around diversity, equity, and inclusion.

#### *Decision Making and Critical Thinking*

- Support, communicate, and enforce university and departmental policies.
- Appropriately confront and document policy violations.
- Assist residents in concerns that may arise and provide referrals to resources when appropriate.

- Participate in the on-call duty rotation, on primarily evenings and weekends, for specific buildings.
  - Be able to effectively respond to emergencies and problems, including maintenance issues.

### *Interpersonal Skills and Leadership*

- Be a positive role model by promoting an environment that encourages learning about self, discovering relationships, and engaging in community.
- Develop and maintain appropriate personal connections with residents utilizing early intervention tools.
- Communicate effectively and create collaborative relationships with campus and community partners, staff team, staff within University Housing and Dining, and residents.
- Serve as a mediator and address conflicts when necessary.
- Empower residents to make healthy decisions in all aspects of wellness by being a resource and a role model.

### *Administrative Duties*

- Complete job tasks and assignments thoroughly, appropriately, and within timeframe parameters.
- Be punctual and prepared for all weekly staff meetings, meetings with supervisor, training and in-service workshops, annual performance evaluation and other departmental communication.
- Be present and assist with opening the building in August and closing the building in May; and at semester and extended break periods.
- Remain on-campus over breaks and holidays (Fall/Winter/Spring) and/or virtual instruction periods as assigned to provide duty coverage, for which additional compensation will be provided.
- Assist in recruitment and selection of new RAs and other Residence Education Staff.

### *COVID-19 Implications*

Currently, RAs are support students that may be in isolation or quarantine housing in the following ways:

- Meal and item delivery to the quarantine and isolation floors
- Greet students moving into quarantine or isolation spaces in the lobby and provide instructions on how to student on how to find their room
- Quarantine and isolation room prep for check-in, including checking cleanliness, placing welcome bag, and expectations sheet
- Virtual check-ins with students from floor that have moved into quarantine or isolation

### **Supervision Received**

General supervision is received from a Hall Coordinator, Assistant Hall Coordinator, or other designated official.

### **Compensation and Housing**

- Single room in residence hall as assigned.
- Stipend of \$5,000 prorated over a 10-month employment period, plus full meal plan, and \$100 Hawkeye Dollars per semester.

### **Demonstrate the following Knowledge and Skills:**

- Effective communication and organization skills.
- Understanding of and commitment to effectively work with a diverse population, and adjust to

challenging situations.

- Reasonable experience in using computers; including Word, Excel, and e-mail.
- Ability to show responsibility for own time-management.
- Willingness to grow and learn
- Ability to establish and maintain effective student and staff relationships
- Awareness and commitment to the mission of University Housing & Dining

## **Qualifications and Requirements**

- Must be a current University of Iowa full-time student.
- Attend mandatory pre-fall training (dates will be between August 1 – August 12, 2022) and winter training (dates will be between January 11 – 13, 2023).
- RAs are required to work during Opening Week and On Iowa! (August 13 – 21, 2022).
- Must be in good conduct standing with the University.
- Must be enrolled in at least 12 credits during the fall 2022 and spring 2023 semesters.
- At the time of employment have an overall cumulative grade point average (GPA) of 2.5.
- Must maintain a minimum cumulative GPA of 2.5 each semester during the term of employment.
  - For each semester of employment, RAs must achieve a minimum of 2.0 semester GPA, and pass 70% of all credits attempted each semester.
- Employment is for an entire academic year, single semester employment (due to study abroad, student teaching, early graduation, etc.) is not available.
- May be involved in up to ten (10) hours of additional involvement (on or off campus) with supervisor approval.
- Resident Assistants cannot serve concurrently as a member of the Undergraduate Student Government Cabinet, including Speaker and Speaker Pro Tempore, for the 2022-2023 academic year.
- Your financial aid package can be affected if hired as a RA, and it is your responsibility to contact the office of Financial Aid to learn how your financial aid may be impacted.
- Must successfully complete a criminal background check.

*The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or a status as a protected veteran.*