

# UI REACH Program Job Description

## UI REACH Resident Assistant

UI REACH is a comprehensive transition program for students ages 18-25 years old with intellectual, cognitive and learning disabilities. UI REACH offers an integrated college experience in the Burge and Stanley Hall communities. With support from UI REACH staff, students improve their daily living skills, get involved in campus life, engage in courses, complete an internship, and interact with their undergraduate peers. Upon completion students receive a two, three, or four-year certificate.

### Basic Function and Responsibility

Required live-in position to assist in the day-to-day operations and develop community among residents of a specific residence hall. Extra emphasis is placed on social interactions and assisting students in navigating peer to peer relationships. 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 but include night and weekend hours. RA positions are one-year academic appointments. Current RAs must re-apply each academic year to be considered 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 in groups).
  - Be available for residents and having a presence on the floor community; spend adequate time on residence hall floors, regularly interact with the floor community.
  - Help residents in the development of roommate agreements and assist with roommate conflicts.
  - Maintain an atmosphere conducive to academic focus, respect, self-discipline and student success.
- Demonstrate a commitment to individual student and community success.
  - Plan and implement regular community building socials within the floor communities to build relationships and promote inclusion among all residents of the floor.
  - Maintain appropriate personal connections with UI REACH students and traditional students through one-to-one interactions and community-wide communication.
- Stay informed of resident concerns, serve as an advocate, and report concerns to a supervisor in a timely manner. 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 UI REACH policies and procedures; and help residents to understand these policies and procedures.

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

- Support the University, University Housing & Dining Inclusive Community Statement, and UI REACH Program expectations on inclusive communities by educating residents on these policies and expectations.
- 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 violations of University, University Housing & Dining, and UI REACH policies and procedures.

- Appropriately confront and document policy violation.
- Assist residents in concerns that may arise and provide referrals to resources when appropriate.
- Participate in the on-call duty rotation for evenings and weekends for UI REACH communities—typically one day per week and one weekend per month.
- 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 and positive relationships with campus and community partners, staff within University Housing & Dining, UI REACH staff, and residents.
- 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 appropriately and within timeframe parameters.
- Be punctual and prepared for all weekly staff meetings, meetings with supervisor, training, and in-service workshops, and other scheduled meetings.
- Be present and assist with UI REACH move-in and orientation in August and closing the building at semester and extended break periods.
- Assist in recruitment and selection of new UI REACH RAs.

#### ***Responsibilities unique to the UI REACH Resident Assistant positions include, but are not limited to:***

- Provide leadership to a small community of young adults with learning, intellectual, and cognitive disabilities and model positive interactions.
- Empower UI REACH students to increase independence, engage in positive interactions, and use problem solving skills.
- Implement strategies that promote individual growth.
- Build community among UI REACH students and undergraduate students on floor.
- Monitor curfew check-in.
- Support the students in daily living and social skill development.
- Collaborate with University Housing and UI REACH Program staff.
- Understand and commit to effectively work with a diverse population and adjust to challenging situations.

#### **Supervision Received**

General supervision is received from the UI REACH Student Life team, Hall Coordinator, Assistant Hall Coordinator, or other designated officials.

#### **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 situation.
- Experience using computer programs
- 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 and UI REACH

## Qualifications and Requirements

- Must be a current University of Iowa full-time student.
- Attend mandatory pre-fall training (August 1-12, 2022), and winter training (January 11-13, 2023).
- RAs are required to participate in training and work during Opening Week, On Iowa, and UI REACH move-in and orientation. (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.
- Have an interest and/or experience in working with individuals with disabilities.
- Ability to effectively work with a diverse population and adjust to challenging situations.
- 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, RA must achieve a minimum of 2.0 semester GPA. RAs must 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.
- If hired as a RA or accepted as an alternate, you must enroll, attend, and successfully complete and pass an introductory RA Class (Issues in College Residence Halls: 415:001). The course meets one day a week for eight weeks for two hours for an optional 1 credit hour.
- May be involved in up to ten hours of additional involvement (on or off campus) with supervisor approval.
- Your financial aid package can be affected if hired as an 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.

## 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 Hawk Dollars per semester.

*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.*