



Resident Assistant Position Description

Departmental Mission Statement

The Office of Residential Life works to provide safe and comfortable living and learning communities. We intentionally design programs, services, and leadership opportunities to foster an environment conducive to achieving academic goals, personal growth, and the development of community.

Overview of Position

Valparaiso University firmly believes that living in a residence hall provides students with a learning experience that integrates and complements the more formal educational activities of the classroom, laboratory, studio, and stage. Resident Assistants are campus leaders and role models. This position provides opportunities to teach students skills related to problem solving, decision making, and critical thinking, as well as correcting undesirable behavior and guiding students in taking responsibility for their actions. Resident Assistants help orient students to college life and aid in their emotional and academic adjustment as they further develop their social skills. The role of the Resident Assistant is to help create and facilitate an environment of student learning in the residence halls, through an understanding and awareness of holistic development.

Qualifications

Must be in and maintain good social and academic standing with the University. Applicants must have a full-time student enrollment status with a minimum 2.75 cumulative GPA and obtain no lower than a 2.5 semester GPA throughout employment. Applicants must have resided in a residence hall at least two full semesters prior to the start of employment.

The responsibilities of the Resident Assistant position include, but are not limited to the following:

Personal

The Resident Assistant position is considered the primary 'out-of-class position', second only to academics. All other employment (during academic sessions) and extra-curricular activities and positions must be approved by their RLC and the Director of Residential Life. RAs will use nights away appropriately to maintain balanced lives and aid in effectively balancing and prioritizing academic work, their RA position, and outside responsibilities/commitments. RAs will maintain necessary communication in all matters with the Residential Learning Coordinator. RAs will be open to considering different points of view and backgrounds and will be respectful of others' choices. They will seek out and willingly interact with culturally different individuals and groups to form in-depth, positive, and valuable relationships. RAs will express interest in learning other cultures and gain knowledge of cultural worldview frameworks. They will consider new perspectives about their personal cultural rules and biases through seeking out and taking advantage of opportunities to learn about other cultures. RAs are responsible for knowing and abiding by all policies, rules, laws, and regulations specified in [The Student Guide to University Life](#) and the [Resident Assistant Manual](#).

Leadership & Advisory

RAs are expected to conduct themselves in a manner that reflects the philosophy and tradition of the Office of Residential Life and Valparaiso University. RAs function as positive role models at all times by setting an example for students in terms of conduct, appearance, and attitude. This includes activities which occur on University property as well as off-campus. RAs will contribute to a positive environment and team dynamic by attending and participating in staff development activities and demonstrating cooperation, teamwork, and flexibility. They will exhibit support for the general programs and staff of the Office of Residential Life. RAs will also exhibit support for the programs of staff members in their building. RAs will demonstrate effective listening and communication skills recognize interpersonal conflicts and mediate accordingly.

Community Development

RAs will serve as a community leader who facilitates an atmosphere conducive to studying, sleeping, and general student learning. Each RA will appropriately assess the programmatic needs of residents and offer a variety of programs and activities, which meet student needs and interests while attempting to involve residents in programming. RAs will hold up to seven programs a semester for their residents and the building and participate in departmental programming. RAs will know residents by name with initial and continued interactions throughout the year. They will be present in their building during community hours. RAs will create door decorations and bulletin boards multiple times a semester.

Administration

RAs will be on-call at least one night per week, which includes community walks, desk shifts, and responding to emergencies. RAs are responsible for enforcing residential policies at all times, following Residential Life procedures and protocols. RAs will follow the appropriate programming timeline presented at training, including but not limited to, proposals, advertisements, and evaluations. RAs will submit incident reports, weekly reports, community logs, duty logs, and other paperwork in a timely manner.

Important Dates

Resident Assistants are required to be present for all transition times, openings, and closings of Summer School. Dates for transitions will be posted later this year.

Date	Item
TBD	Summer Resident Assistant Orientation
Saturday, May 14	RA Move-In
Sunday, May 15	Continued RAO and Opening Prep
Monday, May 16 at 9 am	Residence Halls Close Summer Housing Opens at 9 am Summer Students Move In (RAs arrive 8 am)
Saturday, June 25 by Noon	Summer 1 Students Move Out (RAs arrive 9 am)
Sunday, June 26 at Noon	Summer 2 Students Move In (RAs arrive 11 am)
Saturday, August 6 by Noon	Summer Housing Students Move Out (RAs arrive 9am)
Sunday, August 7	Resident Assistants transition to Fall Assignments AY2022-2023 RA Move In

Dates are subject to change

Compensation

A room will be provided with a 100% discount off the current room rate for the building to which you have been assigned. A stipend will be paid in the amount of \$800 per Summer Session (\$1600 for working both Summer Sessions).