

## RESIDENT ASSISTANT JOB DESCRIPTION

The Residence Hall program is dedicated to the growth and development of each student as a part of the "living/learning" concept at Maryville College. It is the responsibility of every student staff member to provide a healthy residence hall environment: assist individual student needs, encourage responsible community living, and provide opportunities for growth and development. The Resident Assistant (RA) reports directly to a full-time professional Residence Life staff member and is a full-time undergraduate student at Maryville College. The responsibilities of the RA focus on the following areas:

1. Developing a community on the floor and in the hall.
2. Motivating residents to participate in programs.
3. Promoting responsibility among residents.
4. Developing, planning, and implementing programs for your floor each semester as outlined by the programming model. Assist the building staff and hall crew with building-specific programs. Designing and creating bulletin boards and door decorations as outlined by the programming model.
5. Participating in duty coverage and desk coverage for the building. The RA must remain in the building during scheduled duty nights.
6. Attending staff meetings – both building-specific and staff-wide.
7. Assisting with opening and closing of the building for the year and for breaks. This includes arriving early and staying later than residents of the building to complete these processes.
8. Participating in yearly evaluation of hall staff and residence life program.
9. Being knowledgeable in the areas of College policy and services provided by various offices.
10. Respecting confidentiality of personal information. Being alert to problems or potential problems of residents, and being able to confront and counsel these individuals and refer them to a professional staff member or appropriate College personnel/office when necessary.
11. Performing as a mediator in conflicts among residents.
12. Role-modeling appropriate behavior both on and off campus. Knowing and complying with College policies and procedures; explaining and implementing them in the residence halls.
13. Participating in fall, spring, and winter training as required.
14. Maintaining a minimum 2.5 cumulative grade point average.
15. Being present in the hall on all weekends except one weekend each month.
16. Maintaining good judicial standing.
17. Being responsible for all RA keys issued and Master Key when signed out.
18. Performing other tasks as assigned by the Residence Life staff.