

Resident Advisor Position Description

2018 – 2019

The Resident Advisor (RA) position is a paraprofessional staff member of the Office of Residence Life and First Year Experience. Under the supervision of the Resident Director (RD), the RA is responsible for supporting the growth and development of the residents of a particular community. The RA provides educational and social programs, serves as a general resource, helps ensure the safety of the residents within the community, and develops interpersonal relationships with every resident in order to meet the goals of the residence life program.

RESPONSIBILITIES

- Build a positive, supportive, and accepting community for students to develop academically and socially
- Plan, coordinate, and implement quality programming throughout the year (guided by the community's programming model) in an effort to meet students' needs and interests
- Be available regularly to spend time in the community to get to know and develop relationships with residents
- Fulfill duty and on-call responsibilities when scheduled, including weekdays for a 12-hour period (8:00pm – 8:00am), weekends for a 24-hour period (8:00pm – 8:00pm), during Interterm, and some University holidays
- Confront and properly document students who impose upon community standards and/or violate Residence Life or University policies or regulations
- Assist students in handling crises and solving problems, referring them to appropriate University resources
- Complete administrative tasks, as assigned
- Be available for weekly meetings with area staff and a one-on-one meeting with the R
- Contribute to and work effectively with RA team
- Actively participate in weekly RA in-service training sessions on Fridays from 3:00 – 5:00 PM
- Serve as a role model to other students at all times
- Understand and practice professional confidentiality
- Represent the Office of Residence Life and First Year Experience at campus wide events throughout the year

QUALIFICATIONS

- The Resident Advisor must be a full time student, in at least their third semester with at least a sophomore student status, and maintain a minimum semester and cumulative grade point average of 2.5.

- Be equally capable of working well on a team and independently
- Have the ability to make new students and their families feel comfortable during their time at Chapman
- Be under no administrative, behavioral, or conduct sanctions

TERMS OF EMPLOYMENT

Live-in appointment begins in August 2018 and concludes the week after classes end in May 2019. It is expected that all Resident Advisors attend the entirety of training and complete an academic year-long term in the position. Throughout the academic year, the RA works up to 19 hours/week and should consider the duties of the position to be the highest non-academic priority of the Resident Advisor.

BENEFITS

Remuneration for this position is the cost of room and board fees for the 2018-2019 academic year.