



Residential Life Office 2016-2017 Resident Advisor Job Description

The Resident Advisor (RA) role is a nine-month paraprofessional position through the Dean of Students Office under the immediate supervision of the Area Coordinators and the general supervision of the Assistant Director and Associate Dean of Campus Life. In addition to administrative duties, the RA will be a presence and resource in the hall and help foster a positive educational and community environment at Scripps.

Qualifications:

- 1) Must have 16 credits completed by the end of spring semester 2016
- 2) Must possess an 8.0 cumulative GPA at time of application
- 3) Must have lived on campus for at least 1 academic year
- 4) Must be enrolled as a full-time student

Administrative Responsibilities:

- 1) The RA assumes overall responsibility for the hall by:
 - a) assisting in the opening and closing procedures of the residence hall which include returning early to open the halls;
 - b) handling key/card key changes and being responsible for residence hall master keys;
 - c) facilitating all maintenance requests for the hall;
 - d) working with the Dean of Students Office to establish and enact emergency protocol for the residence halls;
 - e) maintaining appropriate records of administrative duties, including incident reports, program planners, program evaluations, room change forms, work orders, etc.;
- 2) The RA serves as a liaison for students, faculty and administrative staff at Scripps, other colleges, and central programs and services to communicate information to students, to facilitate problem solving and to encourage educational and community activities in the hall.
- 3) The RA assists with the judicial process as assigned by the Dean of Students Office.
- 4) Working hours will fluctuate, but the RA is expected to be available for:
 - a) Weekly residential life staff meeting
 - b) Six office hours per week within their residence hall, specifically, three hours in their room (or browsing room) and three hours within their hall
 - c) Regular meetings with peer mentors in the residence hall
 - d) Regular biweekly meetings with their supervisor
 - e) Assigned committee meetings
 - f) Fall and spring training, new student orientation and training at other times as needed
 - g) Weekly meetings with co-RA
 - h) Meals on Scripps campus

- i) Southern RAP Conference
- j) Opening and closing for residence halls
- 5) Serve seven office hours per week for Residential Life
- 6) Each Resident Advisor will participate and help with RA Selection, Area Coordinator selection and Room Selection processes.
- 7) The RA will also complete all other duties as assigned.

Availability Responsibilities:

- 1) The RA is expected to know and establish a rapport with residents by being available and visible in the residence hall and campus community.
- 2) The RA is expected to serve as a role model for the Scripps student body, by serving as a responsible member of the Scripps community. This includes personal use and postings on social networking sites such as Facebook, Instagram, Snapchat, Twitter, etc.
- 3) The RA must uphold and personally abide by college policies and federal and state laws as specified in the Scripps College *Guide to Student Life*, including the use of alcohol and drugs.

Resource & Referral Responsibilities:

- 1) The RA will be expected to respond to and handle emergencies and report all such incidents to their supervisor.
- 2) By the end of training, the RA should know and understand the range of resources available at Scripps, within The Claremont Colleges and throughout the surrounding community.
- 3) The RA provides resources and referrals to students seeking solutions to personal, interpersonal and academic problems, drawing on her training and experiences as a Scripps student and Resident Advisor.

Programming and Community Building Responsibilities:

- 1) To promote a positive educational and community environment.
- 2) The RA will work with hall council, student groups, and faculty members to facilitate programming and activities.
- 3) The RA will plan and implement programs each semester according to the expectations stated in fall training.
- 4) Construct two additional programs per semester outside of Community Building Model requirements

Remuneration:

- 1) Room and board for the academic year. Resident Advisors must subscribe to the 16 meal plan.
- 2) A single room and the opportunity to pull one supportive student into their residence hall.
- 3) Reserved parking space.
- 4) **PLEASE NOTE: If you receive Financial Aid please make an appointment with a Financial Aid Office representative to discuss how room and board remuneration may affect Financial Aid packages.**

Terms of Employment:

- 1) Commitments outside of the RA position can be no more than 10 hours per week and may not hold an executive position within SAS or any CLORG. All commitments must be approved by each RA's supervisor prior to the beginning of each semester. Before participating in a major co-curricular activity (i.e. athletic team, student government, etc.) or accepting a full/part time position during the RA's contracted period, the RA must receive the expressed permission from

their supervisor(s). **If an RA has already committed to an activity or position like this, it is their responsibility to communicate this during their time of interview or on their RA application.**

- 2) An RA must have and maintain at least an 8.0 GPA per semester. If they are placed on academic probation, an RA may be relieved of their position.
- 3) If there is a change in meal plan status (i.e. taken off the meal plan, or moved to a reduced meal plan) Residential Life reserves the right to reduce remuneration.
- 4) Employment may be terminated for cause by the Dean of Students or by the Associate Dean of Students. Cause may include, but is not limited to, failure to: uphold the policies outlined in the *Guide to Student Life*; serve as a responsible member of the Scripps community; maintain the qualifications; or fulfill the responsibilities of the position as outlined in the job description and contract. If employment is terminated, the RA must vacate their quarters within seven days.