

Position Title: Resident Assistant
Supervisor Name: TBD - Either a Residence Hall Director or Assistant Director of Residence Life
Department: Housing & Residence Life
Number of Openings: TBA
Hours per Week: Varies - see description below
Hourly Rate or Salary: See description below

Position Duties & Description:

The Resident Assistant position is an appointment for one academic year, commencing in mid-August 2019 and ending in late-May 2020. Resident Assistants will be required to sign an employment agreement which is binding for this time period.

Resident Assistants shall meet the following expectations:

Community Development:

- Be available to interact with students in the residence hall on a regular and on-going basis.
- Host monthly floor programs during the academic year. During September, RAs must host weekly events for their floor.
- Participate in all-building programs on a monthly basis as assigned by your supervisor.
- Assess floor and community desires and needs to create programs of interest as outlined in the programming model.
- Post notices and information promptly.

On-Call Coverage and Community Standards Enforcement:

- Communicate rules to residents clearly and consistently.
- Learn and adhere to all College and residence hall policies and procedures.
- Serve on-call during the week and weekend as assigned.
- Enforce college policy by confronting policy violations as they occur.
- Report community standards or residence hall violations immediately using the college's on-line reporting system.
- Participate in mailroom and/or office hours as assigned while on-call.
- Submit nightly duty reports when on-call.

Training and Development:

- Attend mandatory Fall and Winter Training sessions. Fall 2019 training is expected to start by mid-August 2019 and run through the first day of classes. Exact winter training dates will be made available by mid-Fall semester 2019 and will most likely take place the week prior to MLK day.
- Arrive prior to the hall's opening in the fall (mid-August) and spring (mid-January), as directed, in order to assist with administrative duties and participate in staff training.

- Reserve two hours per week for staff meetings and/or in-service training. This time is often in the evening.
- Attend weekly individual supervisory meetings with your supervisor.
- Participate in on-going Social Justice events assigned by your supervisor or by the Department. The SJS event times may fall outside of normal staff meeting times.
- Attend RA conferences as assigned. Note, RA conferences may fall outside of normal training times and/or on weekends.

General Expectations:

- Be in residence when the hall is officially open.
- Maintain student confidentiality, except with Residence Hall Director, Director, and/or the Dean of Students or as instructed by Residence Hall Director, Director and/or Dean of Students.
- Assist with building-wide check-in and check-out procedures.
- Use active listening skills and set appropriate limits (RAs are not expected to fill the role of licensed counselors).
- Remain in the residence halls until buildings close for holiday and/or break periods. RAs may leave after all administrative work is completed or given permission by professional staff member.
- Exhibit mature behavior and good judgment.
- Maintain high personal and ethical standards.
- Behave with the professionalism appropriate to the position. Staff may be subject to termination if they are found to be in violation of any Residence Hall or College policy.
- Be generally knowledgeable about College services, faculty, and staff members.
- Check mailbox and MassArt email daily. Respond as necessary.
- Serve on a residence hall committee as assigned.
- Limit other employment to an appropriate amount set in collaboration with your supervisor.
- Complete additional tasks and procedures that may be required (i.e., surveys, schedules, reports).

QUALIFICATIONS:

Undergraduate students preferred. Good academic and disciplinary standing throughout employment term required. Students in the Art Education program may not be fulfilling their teaching practicum requirement while holding an RA position. Staff member must also agree to have academic transcript reviewed by housing administration during term of employment.

COMPENSATION:

Resident Assistants will be compensated through the cost of a discounted room and a waiver of the College Residence Life Staff meal plan (equal value to that of the College's "Regular Meal Plan"). Please note, once the meal plan has run out, the department will only offer supplemental funds for you based on an approximate amount used during training periods. Determination of use will be

confirmed by Chartwells transaction histories. RA Staff are limited to spending \$250 at the C-Store per semester. If staff exceeds that amount, they may not receive supplemental funds from the department. After the department's contribution, the staff person will be responsible for adding any additional funds to his or her meal plan). Student will be responsible for paying a total of \$3,100.00 for the year (\$1,550/semester).

Your compensation will come in the form of a scholarship thus your financial aid may be affected. For further questions, please contact the financial aid office. Please DO NOT use the website or call the Department of Housing and Residence Life to determine your scholarship eligibility.

Additional paid compensation may be available during college break times (Thanksgiving, mid-year, and spring break times) for serving in an optional on-call rotation. Details of available break on-call shifts will be made available during the fall and spring semesters.