Resident Assistant Position Description
2017-2018

The Resident Assistant (RA) position at the University of Nevada, Reno is viewed as a means of supporting one’s education. Few student positions provide a better opportunity for experience in leadership and human relations. RAs fulfill many roles on their floors, in their residence hall, and the Residential Life department. For many residence hall students, their RA will be the most important link to the university while in the residence halls. An RA’s helpfulness, empathy, interest, and concern will be seen as a reflection of the spirit of cooperation among the residents. As a role model, RAs have the responsibility to portray a positive image and attitude. An RA’s presence in the hall as a mature, responsible student and adult is the central point around which all other facets of the job revolve. Lastly, the position of an RA is a job and should be prioritized as such.

RAs perform a variety of tasks within the broad categories listed below. These are by no means all of the responsibilities of an RA. Other tasks may be assigned that are not included in this description. The RA position is a paraprofessional position within the Student Services Division and it is expected that each individual will support the Diversity Statement.

**Diversity Statement (D1)**
Student Services strives to foster a climate that nurtures diversity and promotes a learning environment that stimulates debate and free inquiry within the bounds of courtesy, sensitivity, confidentiality, and respect both in and out of the classroom setting. Student Services staff communicate the knowledge that ALL students’ presence and contributions are of great value. Assessment of our own ability to identify and respond to issues and their effect on campus climate is particularly relevant for all staff who work in Student Services. We seek to learn as we lead and collaborate with all members of our University community. Student Services will ensure that all programs, services, and office environments are welcoming and able to assist any person regardless of his or her race, gender, age, sexual orientation, religion, ethnicity, national origin, or ability.

**Community Development (C1)**
RAs develop floor and hall communities through regular and ongoing personal contact with residents. This is accomplished through programming, peer support, and intentional interactions. RAs are expected to fulfill programming and community development expectations set forth by each residence hall’s Resident Director/Graduate Resident Director. RAs are also responsible for developing leadership on the floor, which includes getting residents involved with Leadership Council, Residence Hall Association (RHA), and other leadership groups. In addition, RAs may be responsible for additional "need based" programming.

**Desk Operations, Safety/Security, and Residential Duties (R1)**
RAs will assist with providing security for all residents. This includes desk coverage on weekdays and weekends. RAs will provide coverage for the Thanksgiving and/or Spring Break. RAs are to be familiar with and enforce residence hall policies, and report individuals that violate these policies. RAs must also live in accordance with residence hall policies.

RAs will act as a peer mentor and referral agent for residents. This includes being familiar with resources that may be utilized.

RAs need to respond to and assist with crises such as fire alarms, power outages, safety and maintenance concerns, and other emergencies. RAs may also need to direct students to a safe area or away from danger, depending on the situation.
RAs are responsible for checking residents into and out of their room, posting signs, filling out incident reports to document incidents/violations, completing surveys, weekly reports, roster verification checks, and custodial satisfaction reports. The RA is also required to attend staff meetings, one-on-one meetings, and assist with coverage of the residence hall’s front office. In addition, there is administrative paperwork due on a weekly basis to the Resident Director/Graduate Resident Director.

RAs are expected to be available two weeks prior to opening the halls in the fall for training and preparation purposes. RAs are also expected to be available up to one week prior to spring semester for the same purpose. RAs are to remain in the halls for up to two days after the halls close at the end of each semester. Enrollment in over 17 credits is permitted only with prior written approval of the Area Director. If you wish to take summer classes you may only do mini term and first term as second and third term may interfere with Fall training. Wintermester classes are not permitted. Outside employment and/or structured activities guidelines consist of written approval from the Area Director on an individual basis prior to beginning the outside employment. Outside employment may not exceed more than 10 hours per week for RAs (this includes picking up extra paid desk shifts), any structured outside work/activity must not interfere with on-duty weekday/weekend responsibilities, and must not result in unsatisfactory performance of academics or RA responsibilities. If part of your 10 outside employment hours are a paid desk shift at a residence hall, you will be paid $8.25/hour as a first year staff member with a $0.25 raise per additional year worked. For example, if you are a second year RA you will get paid $8.50/hour.

An individual in this position may be required to lift up to 50 lbs in routine, daily performance of duties.

In addition to the normal RA responsibilities, RAs may be required to participate in at least one other special assignment area. Possibilities include department committees, assisting with leadership council, other department work groups.

**Qualifications and Compensation**

Applicants for the position of RA must be a full-time student in good standing and eligible to live in the residence halls. All RAs must have a minimum of 2 semesters of college coursework completed by the time of employment and maintain a cumulative GPA of 2.70 or higher throughout employment. Students employed are expected to maintain 30 credits of coursework per academic year or average 15 credits per semester.

The University of Nevada, Reno will compensate RAs for the length of time served as a RA by furnishing a room (Depending on building/room assignment, students employed may be assigned a roommate), utilities, and meal plan D (options for enrolling in A, B or C are available at an extra cost). Meals are not provided during holiday breaks even for those on duty. The average value of the compensation is approximately $9,200 for RAs for the academic year. In addition, those who successfully complete at least two semesters as a RA will receive a partial tuition waiver ($14 a credit for up to 15 credits). This position routinely requires less than 20 hours per week for RAs.

Please understand that your RA compensation may interfere with any financial aid you may receive. It is your responsibility to consult the Financial Aid office.

*The Department of Residential Life, Housing and Food Services is committed to students graduating within four years. Therefore, we seek to employ students who have the ability to maintain at least 15 credits per semester and handle the demands of a student leadership position.*