RESIDENT ADVISOR
GENERAL JOB DESCRIPTION
2015-2016 ACADEMIC YEAR

If you are selected to be a Resident Advisor (RA), please note that you will be responsible for the following expectations and conditions. Your decision to accept the job will be taken as your indication that the following are consistent with your goals and objectives and are conditions for which you are willing to accept responsibility. If you have any questions, please ask a member of the Housing and Residential Life staff.

You should be aware that responsibility will be placed upon you for enhancing the educational environment of students in your residence hall. You will be expected to promote the goals and expectations of California State University, Sacramento and to uphold University standards of conduct. You will be expected to contribute to the positive growth of the residents in the hall. You should also be willing to give and accept constructive feedback. A Resident Advisor should possess personal qualities which aid in effectively relating to students, including maturity, integrity, and sensitivity.

The Resident Advisor is responsible for assisting the Residential Life Coordinator (RLC) in developing, maintaining, and coordinating an atmosphere which will provide a positive intellectual and social living environment for students. Resident Advisors are directly responsible to a RLC and function as a member of the California State University, Sacramento Housing and Residential Life staff.

Role Model

Resident Advisors are expected to live by the rules and regulations set by California State University, Sacramento and Housing and Residential Life.

As a California State University, Sacramento Resident Advisor, you will be expected to conduct yourself as a leader and role model both on and off campus.

Advisor/Leader

As a Resident Advisor, residents will assume you possess qualities of experience and maturity which qualify you as a leader. They will look to you for guidance, direction, and advice. As a leader, you will be in a position to encourage and develop leadership in others. As a Resident Advisor you will have the opportunity to teach and learn through facilitating floor meetings, programs, and addressing community problems/issues. There will be opportunity to explore and challenge values -- yours as well as the residents. You will have an opportunity to create formalized learning situations by way of organizing programs and using campus resource personnel.

As a Resident Advisor, you are in a unique and important position. As a member of the Housing and Residential Life staff, you will be expected to pass onto residents, information concerning policies, procedures, and relevant campus information. You will be expected to communicate, interpret, and uphold policies and procedures in conjunction with the other staff members. A part of your responsibility is to be aware of your residents' different needs and direct them to the different services and alternatives available. You are also responsible to know to which agencies referrals can be made such as CAPS, Student Health Center, Financial Aid, and Academic Advising.

An important component in the Resident Advisor's job is to establish a positive, interactive relationship and be available to residents in your community. This may be accomplished by learning the student’s names and familiarizing yourself with their attitudes and behavior patterns. By the RA using good listening skills, learning student names and developing effective relationships with residents, the RA will be better able to understand the individual from their own framework.

Revised: 10/28/2014
Confrontation/Crisis

How well you function in confrontations is dependent upon how well you function in the other aspects of your position -- particularly role-modeling. If you have established a relationship of trust and fairness with your residents, you will find the job of confrontation much easier. In those instances when you must confront undesirable behavior, be firm, be consistent, and follow up appropriately later. Confrontations may involve dealing with either policy infractions or crisis. Your role in both cases will be to assess the situation, take the necessary steps to resolve issues, and be able to help residents find additional resources.

Administrative

As a Resident Advisor there are certain administrative duties which you perform. This aspect of your job is the easiest to define, because it includes the mechanical and procedural duties which you must perform in order that the hall(s) can operate efficiently. These duties include, but are not limited to, working the front desk, keeping records, checking students in and out of the hall, and writing incident reports. It is expected that you will be punctual, accurate, and responsible in handling these tasks.

Staff/University Support

You will be expected to communicate effectively with all members of the Housing and Residential Life community. Additionally, you should support all other staff members' efforts and programs (this includes RHA events, projects, and meetings as assigned). You may be asked to assist with University and Residential Life public relations by explaining programs and duties to visitors, guests, parents, faculty, etc. In addition, you should also maintain open communication with your staff team and keep your Residence Life Coordinator informed of student activities and/or problems. You also are responsible for maintaining good relationships with other University personnel.

Periods of Employment

The Resident Advisor position functions under a one academic year contract. RA duties commence during mid-August for training prior to the arrival of residents and end in late May. Employment is contingent upon the occupancy of the complex.

Continued Employment

Resident Advisors may apply to return as an RA when supervisors performance evaluations are positive and University and Housing and Residential Life grade requirements are met.

Compensation

Compensation is paid room and board plus flex cash. Resident Advisors are paid for working hours at the front desk. Employment is contingent upon the occupancy of the complex. Benefits include priority registration and the opportunity to attend an RA conference, if one is available.

For more detailed information, please see an RA, RLC or the Staff Selection Committee Chair Shiori Silver at (916) 278-5351.