THE NEW SCHOOL
STUDENT HOUSING AND RESIDENCE LIFE

Resident Advisor Position Description
2013-2014

The Resident Advisor (RA) is a live-in staff member within The New School residence halls and an integral part of the Housing and Residence Life program at The New School. Under the direct supervision of the Residence Hall Director (RHD) and/or Head Resident (HR), the RA position is as follows:

- Work to establish a cohesive and responsible community in his/her designated area
- Maintain a consistent level of visibility within his/her community and keep routine verbal and visual contact with each resident within the area of responsibility
- Assess his/her community and implement educational programs as determined by resident need and that follow the values set forth in the departmental programming model
- Promote resident involvement and participation in programs and activities in and out of the residence halls
- Advise, refer, and support residents as they work through academic and personal issues
- Assist residents in individual and group conflict mediation
- Enforce and abide by the policies of Student Housing & Residence Life, The New School, New York State and Federal laws in the residence halls
- Provide information to residents regarding housing and university functions, policies, and university resources through passive and active means
- Participate in the emergency on-call duty rotation as determined by supervisor
- Maintain office hours while participating in the on-call duty rotation
- Complete health and safety inspections within his/her community twice per semester or as determined by supervisor
- Actively participate in and support residential groups including Hall Council
- Attend and participate in weekly staff meetings and one-on-one meeting with supervisor
- Work to develop strong partnerships among housing staff members and across campus
- Identify, confront, and document behavioral problems and instances of policy violation
- Communicate all disciplinary matters, emergency situations and student concerns to appropriate university officials
- Refer students to appropriate University resources when necessary
- Complete necessary administrative paperwork including but not limited to incident reports, building work orders, nightly duty logs, program proposals & evaluations, Room Condition Reports, and health and safety reports
- Participate in occupancy-related processes including check-in and check-out procedures, room changes, confirmation of no-shows, and all opening and closing functions
- Participate in student staff selection and training
- Participate in available professional development opportunities to further enhance required skills
- Act as an appropriate role model and representative of the University by conducting one's self in a manner that is in compliance with the University student Code of Conduct and policies outlined in the Housing contract and handbook
- Provide appropriate customer service to students and visitors
- Perform other duties as assigned

The terms of employment are contained in the Resident Assistant Contract & Expectations, and any additional expectations set by the RHD and/or HR.

Position Expectations

Period of Employment

- This is an academic year appointment beginning in early August and ending in late May.
- **RAs are expected to stay in the residence halls through University breaks and holidays based on the needs of the residence hall.** With the approval of the RHD or HR and provided there is the necessary on-call coverage for your building, RAs may leave **no earlier** than the Friday prior to the start of Winter Break and no earlier than the Friday prior to the start of Spring Break. All RAs must return for spring training in mid-January, date TBA.
- Residency is part of the position thus; RAs are expected to sleep in their rooms. For safety purposes you should inform your RHD or HR when you plan to be away. RAs are "in residence" during all periods of halls being occupied/open. Extended absences from the residence hall (24 hours or more) must be arranged in advance with the RHD or HR. Any time a RA is away from the building for a weekend they must submit a request in writing to the RHD or HR at least one week in advance. Approvals of such requests will not be automatic but will be considered based upon the needs of the staff and residence hall. Each RA is permitted the equivalent of 2 weekends off per month.

On Call & Duty

On call and on duty responsibilities require availability during evening and weekend hours. Duty is from 5 PM to 8 AM on weeknights, and 24 hours (5 PM to 5PM the following day) on weekends. During university holidays and breaks 24-hour on call coverage is required in all residence halls. You must remain in your building while on duty Monday thru Friday, as well as 5pm – 8am Saturday and Sunday. During the daytime hours, 8am – 5pm, Saturday, Sunday, and Official University Holidays you are permitted to be within 15 minutes of your residence hall and must be able to respond to your hall if necessary within 15 minutes. Official RA duty is at the discretion of the respective RHD or HR. Additional or longer on duty and on call shifts will be required during opening and closing weeks.

Additional Time Commitments

RAs are expected to participate in departmental events such as Student Staff Selection, Residence Hall Tours, Open Houses, Housing Selection, and Professional Staff Selection. These commitments are in addition to regular RA duties. Any significant time commitments while employed as a staff member (executive office in a student organization, internships, fieldwork experience, etc.) must be discussed with the RHD or HR and approved by the Assistant Director of Residence Life before making the commitment. Approval is not guaranteed.

Additional Employment

Plans to accept employment in addition to the RA position must be discussed and approved by the RHD or HR. RA responsibilities are considered primary, and the RHD or HR may deny a request for additional employment. There is a maximum of 15 hours of additional work outside the RA job that is considered acceptable. Exceptions to this policy must be approved through the Assistant Director of Residence Life.

Staff Meetings, Individual Supervision

RAs are required to attend weekly staff meetings within their respective residence halls. If one is unable to attend a required meeting due to academic reasons, advance notification must be submitted to the RHD or HR for approval. RAs are required to schedule bi-monthly individual supervision meetings with their RHD or HR. Weekly meetings may be requested at the discretion of the RHD or HR.

Training & In-Services

All RAs are required to attend Fall and Spring training to be conducted prior to the opening of the residence halls and the start of classes. In addition, RAs are required to attend additional training (in-services) during the fall and spring semesters. The in-services focus on understanding the mission of Student Housing & Residence Life, the roles of both professional and student staff, enhancing awareness of current student issues and related student development theories, and developing skills specific to the RA position. The in-services emphasize experiential learning and include group activities, discussions, and readings. Details about times and locations will be provided during August training. RAs will also need to attend all mandatory meetings/programs assigned by the Assistant Director of Residence Life.

Retention and Reappointment

RA retention and reappointment are contingent upon resident feedback, performance dialogues, and the Assistant Director of Residence Life's recommendation. Overall job performance will be reviewed on an annual basis. Re-assignment will be based on performance dialogues and participation in the returning staff placement process. Contracts are for one academic year, and are not automatically renewed.

Position Qualifications

RAs must be at least a full-time, degree seeking student at the start of the position. Applicants must not have received a semester GPA below a 2.5 (for undergraduates) or 3.0 (for graduates), or a letter grade of “F”, during the Fall 2010 or Spring 2011 semesters. RAs who are undergraduate students are required to enter the RA position with a 2.5 cumulative grade point average. RAs who are graduate students are required to enter the RA position with a 3.0 cumulative grade point average. All RAs are required to maintain this minimum cumulative GPA. Should his/her GPA fall below the minimum, he/she has the following probationary semester to raise his/her GPA. Should his/her GPA remain below the minimum after the probationary semester, the RA position will be terminated. Additionally, if it is determined that a RAs cumulative GPA cannot be brought up to the minimum GPA in one semester, the RA will be terminated. RAs placed on University probation (academic or disciplinary) will be terminated from their RA position. RAs may carry a maximum of 18 credit hours. Permission to carry a heavier course load must be obtained from the Assistant Director of Residence Life.

Compensation

Each RA will receive a single room in one of the residence halls. RAs also receive an annual stipend of $1,900 and an annual meal stipend of $400. All stipends are subject to state and federal taxation guidelines. Students receiving any form of financial aid are strongly encouraged to consult with the Financial Aid Office to determine the impact of RA employment on financial aid packages. RAs assigned to the 13th Street Residence Hall have additional meal funds to use in the dining facility within their hall.

Residence Hall/Room Assignment

Resident Advisors are assigned to buildings accordingly to provide the best residence life program possible. Each RA's capabilities, personality, and interests will be taken into consideration when specific Residence Hall assignments are made. RA Residence Hall assignments and room placement are for the entire academic year. The Director of Student Housing & Residence Life or his/her designee reserves the right to move RAs at any point throughout the year.

Damage Charges

Resident Advisors who sign a 2013-2014 RA Contract are exempt from paying the $250 damage and security deposit during their employment; however, at the conclusion of their employment they will be financially responsible for any unauthorized alterations, damages to the room or cleaning costs. Common area damage charges accrued during the year will not be charged to RAs.