

## **RESIDENT ADVISOR POSITION DESCRIPTION**

The Resident Advisor (RA) is a live-in staff member within The New School residence halls and an integral part of the Housing and Residential Education program at The New School. With a focus of Safety and Responsibility, Community and Connections and Personal Development and Accountability. Under the direct supervision of the Area Coordinator (AC), Residence Hall Director (RHD), and/or Head Resident (HR), the RA position is as follows:

- Mediate room and suite conflicts as they arise
- Participate in student staff selection and training
- Participate in professional development opportunities
- Provide appropriate customer service to students and visitors
- Refer students to appropriate University resources when necessary
- Maintain office hours while participating in the on-call duty rotation
- Serves as an active and engaged member of The New School community
- Lead monthly meetings dedicated to developing community on each floor
- Participate in the emergency on-call duty rotation as determined by supervisor
- Work to establish a cohesive and responsible community in their designated area
- Identify, confront, and document behavioral problems and instances of policy violation
- Advise, refer, and support residents as they work through academic and personal issues
- Work to develop strong partnerships among housing staff members and across campus
- Attend and participate in weekly staff meetings and one-on-one meetings with supervisor
- Actively participate in and support residential groups including Hall Council and Special Interest Communities
- Promote resident involvement and participation in programs and activities both in and out of the residence halls
- Communicate all disciplinary matters, emergency situations and student concerns to appropriate university officials
- Assess the community and implement educational programs that meet learning outcomes identified within the Community Building Guide
- Enforce and abide by the policies of Housing & Residential Education, 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
- Maintain a consistent level of visibility within their community and keep routine verbal and visual contact with each resident within the area of responsibility
- Participate in occupancy-related processes including check-in and check-out procedures, room changes, confirmation of no-shows, housing census, tours, and all opening and closing functions
- Complete necessary administrative paperwork including but not limited to incident reports, work orders, duty logs, program proposals & evaluations, room condition reports, roommate agreements, census, intentional interactions, and health and safety reports
- 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
- Perform other duties as assigned

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

# POSITION EXPECTATIONS

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## **PERIOD OF EMPLOYMENT**

The RA position 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 AC, and provided there is the necessary on-call coverage for your building, RAs may leave no earlier than the Friday before the start of Winter Break. All RAs must return for spring training in mid-January.

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 when occupied/open. Extended absences from the residence hall (48 hours or more) must be arranged in advance with the RHD or HR. Any time an 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.

## **ON CALL & DUTY**

On call and duty responsibilities require availability during evening and weekend hours. Duty is from 5 P.M. to 8 A.M. on weeknights and 24 hours (5 P.M. to 5 P.M.) on weekends. During university holidays and breaks and unplanned closures or emergencies, a 24-hour on-call coverage is required in all residence halls. Additional or longer shifts may be required during opening and closing weeks.

## **ADDITIONAL TIME COMMITMENTS**

RAs are expected to participate in departmental events such as Staff Selections, Residence Hall Tours, Open Houses and Housing 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 Associate Director of Residential Education before committing. 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 AC. RA responsibilities are considered primary, and the RHD or AC 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 Associate Director.

## **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-weekly individual supervision meetings with their RHD or HR. Weekly meetings may be requested at the discretion of the RHD or HR.

## **TRAINING & DEVELOPMENT**

All RAs are required to attend Fall and Spring training/development to be conducted before the opening of the residence halls and the start of classes. All RAs are also expected to attend an Orientation for all new and returning RAs for the upcoming academic year. Also, RAs are required to attend additional professional development and training workshops during the fall and spring semesters. Details about times and locations will be provided during your employment. RAs will also need to attend all mandatory meetings/programs assigned by the Senior Director and the Associate Director.

## **RETENTION AND REAPPOINTMENT**

RA retention and reappointment are contingent upon resident feedback, performance evaluations and dialogues, RA rehire application/interview and a supervisor's recommendation. Overall job performance will be reviewed on a bi-annual basis. Building re-assignment will be based on performance dialogues and participation in the returning staff placement process. Agreements are for one academic year and are not automatically renewed.

# COMPENSATION

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## STIPEND

Each RA will receive a single room in one of the residence halls.

RAs will receive an annual stipend of \$2,000.

RAs will also receive an annual meal stipend of \$800 and at residence halls without a kitchen or at auxiliary spaces RAs will have additional meal funds to use in a dining facility.

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.

## RESIDENCE HALL/ROOM ASSIGNMENT

Resident Advisors are assigned to buildings accordingly to provide the best residential 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 Senior Director for Student and Campus, or their designee, reserves the right to move RAs at any point throughout the year.

## HOUSING APPLICATION

Resident Advisors who sign a RA Agreement must still complete a housing application but 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 alternations, damages to their room, or cleaning costs. Common area damage charges accrued during the year will not be charged to RAs unless it is determined that they are responsible.

# POSITION QUALIFICATIONS

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RA candidates must:

- Be at least a full-time, degree-seeking student at the start of the position.
- Not have received a semester GPA below a 2.5 (for undergraduates) or 3.0 (for graduates).
- Not receive a letter grade of "F" during the previous Fall or Spring semesters.
- Enter the RA position with a 2.5 cumulative grade point average (undergraduate).
- Enter the RA position with a 3.0 cumulative grade point average (graduate).

All RAs are required to maintain this minimum cumulative GPA. Should their GPA fall below the minimum, they have the following probationary semester to raise their GPA. Additionally, if determined that an RA's 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 Associate Director of Residential Education.

Email [raselection@newschool.edu](mailto:raselection@newschool.edu) with questions.