Job Title: Resident Assistant

Department: Residential Life

Location: Missouri University of Science and Technology

Position: part-time student employee

Reports to: Resident Director

Job Summary: The Resident Assistant (RA) plays a crucial role in fostering a safe, supportive, and inclusive living and learning environment within the university residence halls. RAs are responsible for building a sense of community among residents, promoting positive behavior, and addressing concerns to enhance the overall residential experience. This position requires strong interpersonal skills, leadership abilities, and a commitment to student well-being.

Key Responsibilities

1. Community Building
   * Foster a welcoming and inclusive community by organizing and participating in social and educational programs for residents.
   * Act as a role model, promoting respectful and responsible behavior among residents.
   * Create opportunities for residents to connect with one another through floor meetings, events, and activities.
   * Liaison with hall government student leaders to promote engagement in local and campus-wide student organizations.
2. Residential Experience
   * Conduct occasional community meetings throughout the academic year to provide necessary information and community engagement with residents.
   * Plan and execute monthly community activities to engage residents in further community building.
   * Design monthly bulletin boards or newsletters for residents using researched topics outlined by supervisors.
   * Engage with residents one-on-one or within small groups through the check-in chat or health and safety check processes.
   * Participate within a small group to accomplish various programmatic tasks outlined by supervisors.
3. Crisis Response and Support
   * Serve as a resource for residents in times of crisis or emotional distress providing a listening ear and referring them to appropriate campus resources.
   * Act as a first responder in coordination with professional staff and emergency personnel during crises, including fire alarms, medical incidents, or other safety concerns.
   * Consult with professional staff and emergency personnel during emergency situations.
   * Refer concerns using the appropriate reporting methods outlined by the university.
4. Policy Enforcement
   * Enforce university policies/regulations in the Residence Hall Guide to maintain a safe and respectful environment.
   * Document and report policy violations using the appropriate reporting method outlined by the university.
5. Administrative Duties
   * Assist with the opening and closing processes in the residence halls, requiring time prior to the beginning of each semester and time following the completion of the semester.
   * Assist with the check-in and checkout processes for residents throughout the academic year.
   * Attend regularly scheduled meetings, including one-on-one meetings, staff meetings, mentor/small group meetings, and hall government meetings.
   * Maintain accurate records of incidents, room condition reports, and community programming.
   * Follow outlined procedures provided by supervisors directly and within the resident assistant and desk assistant manuals.
   * Assist in the recruitment and hiring process of future student staff members.
6. Customer Service
   * Give tours as needed to prospective students and other visitors to the residence halls.
   * Provide support and resources to residents as a front desk assistant.
7. Meditation and Conflict Resolution
   * Mediate conflicts and disputes among residents, promoting open communication and conflict resolution skills.
   * Refer unresolved conflict to supervisors or appropriate campus resources.
8. Safety and Security
   * Participate in an on-call rotation, completing rounds throughout the building(s) as specified by supervisors.
   * Report any maintenance, custodial, or security concerns to the appropriate professional staff member.
   * Clean-up or contain any custodial or maintenance concerns that occur after hours at the guidance of professional staff members.
9. Training and Development
   * Participate in training at the beginning of each semester, arriving up to two weeks prior to school starting in August and up to one week prior to school starting in January.
   * Participate in ongoing training and development initiatives throughout the academic year, during staff meetings and as scheduled.

Minimum Qualifications:

* Enrollment as a full-time student at Missouri University of Science and Technology
* Minimum semester and cumulative GPA of 2.4
* Reached sophomore status or the equivalent of two semesters of classes at Missouri University of Science and Technology
* Live in approved on-campus housing (Greek, CCH, or residence halls) for at least 2 semesters prior to the start of the RA position

Benefits:

* On-campus housing and meal plan
* $10.30 per hour for work performed at the front desk and during tour and visit days
* Leadership and professional development opportunities