



ALLEGHENY COLLEGE OFFICE OF RESIDENCE LIFE

MISSION STATEMENT

Within the Division of Student Affairs, the Office of Residence Life is a team of professional and paraprofessional staff. We work collaboratively to foster a residential environment, which promotes community development, individual contact and programming which supports the academic mission of the College and holistic development of each student. We believe that individual growth is vital to developing a quality community. Our office provides services to the residential student population and other members of Allegheny College, including families, faculty, staff and the greater Meadville community.

2013-2014 Resident Advisor Job Description

The Residence Life student staff provides significant leadership to the Allegheny College residential community. Resident Advisors (RAs) are specially trained sophomores, juniors, and seniors who live in College residences. RAs are paraprofessional staff members who work in collaboration with a Community Advisor and Area Coordinator. They assist individual students with personal, academic, and social concerns. Resident Advisors play a major role in creating a living environment that fosters learning, growth, and support of diverse people and values. The RA models the philosophy and policies of the Office of Residence Life and the College and, in turn, communicates the needs of the students to the administration.

Minimum Qualifications:

1. A Resident Advisor must be a full-time sophomore, junior, or senior for the academic year that he/she serves.
2. A Resident Advisor must have a minimum cumulative grade point average of 2.5 upon application and each semester he/she serves. A Resident Advisor may not have two consecutive semesters with a grade point average below a 2.5.
3. A Resident Advisor must be in good standing with the College; he/she may not be on Disciplinary or Academic Probation during any semester that he/she serves.

Duties and Responsibilities:

- Maintain a positive, helpful attitude that is aligned with and supports Residence Life mission and goals.
- Help the residents with personal, academic, and social matters within the limits of his/her training and capabilities; serve as a resource and referral person to the residents.
- Assist residents with roommate and/or floor conflicts.
- Commitment to ongoing community development, both in the residence halls and campus-wide.
- Responsible for a minimum of 5 Community Building Activities per semester in the following areas: Academic, Health and Wellness (especially focused on alcohol education and sexual assault prevention and response), Diversity and Social Justice, Community Service, and CBA of Choice.
- Assume duty responsibility on a schedule assigned by his/her supervisor. Specific duty schedules and responsibilities vary by residential facilities, however, staff members on duty typically need to be available between 8:00 PM and 7:00 AM. This includes all times of the year when College residences are officially open.
- Responsible for understanding, adhering to, and upholding the policies found in the following: The Compass, Residence Life Staff Manual, Staff Accountability Process and Guidelines, Student Staff Alcohol Usage Guidelines, and the Confidentiality Agreement.
- Perform several administrative duties such as assisting with check ins, check outs, and key distribution as described in the Contract and Staff Manual.
- Attend all staff meetings, meetings with Area Coordinator, and staff development sessions.
- Attend the fall, spring, continuing, and inservice training sessions. Training topics may include, but are not limited to: social justice, diversity (Safe Zone Training), resident and personal health and wellness, building and maintaining community, and incident and conflict management (including proper documentation and referrals).
- Staying on campus after most residents have left for breaks (typically 1 day longer than most students).
- Other responsibilities as assigned.