2017-2018 RESIDENT ASSISTANT POSITION DESCRIPTION

The Resident Assistant (RA) is responsible for working closely with other Student Housing Services staff members to develop and maintain positive residential communities. RAs have the most frequent interaction and direct communication with residential students and, as a result, have a unique opportunity to contribute to the holistic development and education of residents. A returning RA is defined as an individual with one or more full semesters of RA experience at UHM.

The RA position is typically a 20 hour/week position (the hours fluctuates throughout the year). The RA role encompasses approximately programming, administrative, community development, On-Call. The responsibilities require flexibility from the individual in this position. The RA serves as a resource to residential students and promotes the values of the office of Student Housing Services. The responsibilities listed will be carried out under the supervision of the Residence Director (RD), Assistant Residence Director (ARD), or Assistant Director (AD).

QUALIFICATIONS FOR APPLICATION

1. A minimum 2.5 cumulative grade point average (GPA) at an institution of higher education. The GPA does not round up; any cumulative GPA below 2.5 will not qualify.
2. Must be in good academic, financial and conduct standing with the UHM and the Student Housing Services.
3. Prior residence hall living experience at UHM or at another college/university is preferred. Prior full-time enrollment at UHM or another accredited college or university for at least one academic semester can be substituted for the residence hall living experience.
4. At minimum, sophomore standing at the start of the appointment.

TERMS AND CONDITIONS OF APPOINTMENT

Pre-Appointment Terms
1. All RAs must attend orientation session(s) in the Spring 2017 Semester as specified by the RD and/or AD.
2. Must actively participate in staff training activities which occur prior to the start of each semester.
3. New RAs must attend new staff orientation before training begin in August 2017.

Appointment Period
1. The appointment is for one academic year or remainder thereof. Appointment begins on August 2, 2017 at 8:00am and ends at 4:30pm on May 17, 2018 provided duties are completed.
2. All currently employed RAs must reapply each year.
3. All halls are open for the entire academic year (August to May) and services are needed for the entire appointment period. Unless leave is granted, RAs are expected to work through holidays and break periods such as winter and spring break.
4. Staff are granted 10 paid overnight absences during the Fall semester and 8 paid overnight absences in the Spring.

Academic Success
1. Maintain full-time student status at UHM: 12-15 credits per semester for undergraduate students and 8 credits per semester for graduate students. Any credit load greater than the aforementioned loads must have the prior, written approval of the RD/ARD and the Assistant Director (AD).
2. Any semester GPA that falls below 2.5 (either semester or cumulative) will result in RA probationary status for the following semester. Failure to maintain a minimum 2.5 semester GPA for two consecutive semesters will result in ineligibility for continued appointment.
   a. Individuals with a semester GPA below 2.0 may be placed on probationary status or terminated from the position at the discretion of the Associate Director for Residential Life.

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3. Must notify their supervisor if at any time their grades are in jeopardy so that the supervisor can help the RA to develop strategies to maintain academic success.

4. GPA verification for all staff members enrolled at UHM will be reviewed by December 31 and May 31. Transfer student RAs will be required to provide a transcript for grade verification at the beginning of their first semester of appointment.

Training Commitments/Staff Development
1. The RA will be required to attend all of Fall and Spring RA Training and monthly RA In-Service sessions.
2. Must actively participate in staff training activities which occur prior to the start of each semester as well as in-service training sessions during the year.
3. Available every Tuesday from 7:00pm-9:00pm for meetings and/or training sessions.
4. Must actively participate in RA recruitment and selection processes.

Time Commitments
1. The RA position typically encompasses approximately 20 hours of work per week. Though these hours may fluctuate throughout the year, RAs can anticipate their time generally being broken down into the following areas: Community Development, Programming, Administrative Work, and On-Call Responsibilities.
2. The RA must be sufficiently available to residents and staff during evening and weekend hours, and must be willing to commit a significant amount of time to the position.
3. The RA is generally required to complete a minimum of one night on-call during the week and one weekend per month, depending on the size of the staff and the community needs. Furthermore, an emergency or other critical event, may require all RAs to be on-call for the day/night. RA on-call starts at 7pm and ends at 8am the following day on weekend; 24/7 on the weekend.
   - While on call on the weekdays, the RA may not leave the building.
   - On weekends, the RAs must be in the building during 7pm-8am, but can be within 15 minutes radius of campus/building between 8am and 7pm.
4. The RA is required to implement multiple programs per semesters including but not limited to individual, group, hall, floor, and passive programs.
   - The time commitment required is dependent on the nature and scope of the program.
   - All RAs are required to participate in building sponsored, campus wide Late Night Programs.
5. RAs may volunteer to serve on one Student Housing Services committee with the approval of the supervisor. The committee may meet weekly as determined by the nature and scope of the projects assigned to the committee.
6. The RA position is considered to be the RAs primary responsibility outside of class and academics. Other activities are to be secondary to academics and the RA position, and should be limited in order to fulfill all RA responsibilities. RAs must discuss with the supervisor any other time commitments and in some cases must seek written approval. RAs must seek and receive written approval from the RD/ARD for other commitments. Approval is not guaranteed; an assessment will be made of the individual’s ability to balance academics, position requirements and other activities. Such activities include, but are not limited to:
   - Executive or elected position in any campus organization
   - Student teaching and internships, whether or not they are academic requirements
   - Marching band
   - Theater programs
   - Participation in athletics
7. RAs are required to work three (3) unpaid hours per week at their area’s Community Desk on their night of on-call (8-11pm). Any shifts beyond three (3) hours will be paid and counted toward CDC work hours.
8. Members of the RA staff are expected to attend several weekly meetings, including but not limited to:
   - One-on-one meeting with the supervisor
   - Weekly Staff Meeting/RA In-Service on Tuesdays from 7-9pm
9. Employment outside of the RA position is subject to advance written approval by the RD/ARD and AD. At any time that employment interferes with the successful performance of RA duties and responsibilities, the employment privilege can be revoked. With approval, employment will be permitted as follows:
   - All RAs can work up to 6 hours per week within UHM.
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- Shifts at the community desk beyond the required 3 hours and mail clerk shifts require completion of the hiring process through the Manoa Career Center. Individuals may also need to complete a Two-Job Memo if working at more than one community desk.

10. The RA is expected to sleep in her/his own room each night. RAs who are not on-call are expected to be in their hall by 2:00am each night. Exceptions require prior approval by the RD/ARD.

11. Overnight hall absences require advance, written approval of the RD/ARD. They are permitted as follows:
   - Ten nights in the fall and eight nights in the spring.
   - Overnights are generally not approved for the beginning two weeks and the ending two weeks of each semester.
   - With prior, written approval from the RD/ARD, overnights from the fall can be used through the end of the winter break period.

**General Terms**
1. The RA is expected to serve as a role model and comply with the same policies, procedures and regulations as residents.
2. Individuals must remain in good academic, financial and conduct standing with UHM and the Student Housing Services.
3. RAs may opt in to the University of Hawai‘i Part-time and Temporary Medical and Prescription Drug Plans. Enrollment in these plans is voluntary, and RAs must work directly with HMSA or Kaiser Permanente to enroll. All RAs should review the information and disclosures for these plans found at the following link: https://drive.google.com/file/d/0B89xrebQp_r7RVFPT3E1dzN5dVU/view
4. This position does not provide fringe benefits such as formal vacation, sick leave privileges or on-campus parking permit privileges.
5. Workers compensation is provided for position related injuries. Coverage is not provided for injuries sustained during personal time.
6. Federal and State taxes are not deducted from the stipend. Individuals will receive a 1099 form at the end of the year and are responsible for dealing directly with the Internal Revenue Service regarding any tax liabilities.
7. Financial aid packages will be impacted by the stipend and housing compensation. Individuals are responsible for dealing directly with the Financial Aid Office regarding this matter.
8. Hall assignments are made according to administrative discretion. RAs are generally assigned to a hall for a minimum of one semester and a maximum of one academic year. However, staff can be reassigned at any time.
9. In cases where a RA is married or in a domestic partnership, they will be assigned to the Family Housing unit. Housing assignment policies regarding married/domestic partners must be followed. There may be rental charges for additional persons. A RA in this situation would need to follow the requirements listed in the online brochure.
10. Student Housing Services strongly discourages consensual relationships between supervisor and hall staff member or between staff members and residents assigned to the same complex. The staff member should immediately disclose the relationship to their immediate supervisor, prior to any conflict of interest arising. In order to maintain professional and ethical standards, the supervisor and staff member shall take steps to ensure that the conflict of interest is properly addressed.
11. At the point of position termination, the final months or final semi-monthly (as necessary) stipend will not be released until all responsibilities and expectations have been satisfactorily completed. The AD for the area, after consultation with the RD/ARD, will determine whether or not requirements have been met and the stipend(s) can be released.
12. Continued appointment is contingent upon satisfactory position performance evaluation by the supervisor.

**RESPONSIBILITIES AND DUTIES**
The Resident Assistant (RA) supports Student Housing Services in the development of a student life program within the residence halls. The specific responsibilities of the RA are as follows:

**Community and Student Development**
1. Assist in the coordination and implementation of student orientation and/or welcome programs and activities.
2. Spend a significant amount of time on the floor or in the building area and get to know students on an individual basis. RAs are expected to be available to assist residents and to maintain visibility in the living area, hall and the dining facilities.
3. Conduct floor meetings to convey information and to promote discussion of relevant topics. Utilize and maintain bulletin boards and other media to assist in conveying information.
4. Assist in establishing various spontaneous and planned community development activities that promote interaction among residents and aid in the development of a positive living/learning environment.
5. Initiate, plan and implement programs with the floor, hall or area to address the needs and concerns of the residents and to encourage personal, social and, especially, academic development.
6. Support and encourage residents in the development of effective community council. Attend community council meetings as assigned by supervisor. Work with floor or area representatives to establish a positive community.
7. Demonstrate a working knowledge of campus agencies, their services and functions, in order to provide academic and personal support to residents. Serve as a resource for information and a referral source as needed.
8. Act as a mediator in conflict situations when needed (i.e. roommate conflicts, noise disruptions, floor disputes, etc.).
9. Work cooperatively with residents to encourage an environment on the floor or building area which displays respect for the rights and privacy of others and promotes consideration of individual needs in a group living environment.
10. Know and understand the Residence Hall Handbook, Student Housing Services community standards, and the conduct philosophy of the institution. Inform residents about and explain community standards and the conduct process.
11. Respond to student behavior that is inappropriate and/or is in violation of campus and housing policies and procedures. This responsibility involves confronting the action that is in question, documenting the incident(s) within 24 hours and utilizing residential life conduct procedures.
12. Demonstrate appreciation of differences and assist students in developing an understanding of diversity. Foster an environment that actively values the dignity and self-worth of all members of the community.
13. Convey student concerns relating to residence life (i.e. policies, procedures, maintenance, etc.) to the appropriate units of Student Housing Services.
14. Serve as a constructive and positive role model for personal behavior and academic pursuits.
15. Maintain appropriate confidentiality and objectivity when working with residents and staff.

Staff and Administrative Responsibilities
1. Attend and participate in all training programs including, but not limited to, RA and Community Desk Coordinator training sessions and staff in-service.
2. Learn, understand and adhere to all policies and procedures related to housing operations and to RA expectations and responsibilities.
3. Attend regularly scheduled staff or area meetings and be prepared with any necessary reports. Hall staff meetings will be on Tuesday evenings from 7:00pm-9:00pm; staff cannot make any other commitments on this day/time.
4. Attend supervision and evaluation meetings and other meetings as scheduled by the RD/ARD, AD or the department. Keep the RD/ARD updated on all aspects of your work.
5. Keep the RD/ARD advised of activities, situations occurring on the floor/hall/area, and resident concerns or issues.
6. Perform regularly scheduled on-call shifts. On-call frequency and dates will vary by area assigned. RAs are expected to complete all on-call responsibilities such as rounds of the building(s), on-call logs and forms, and responding to any problems or emergencies.
7. Perform regularly scheduled Community Desk shift, currently designated at 3 hours during on-call night.
8. Complete administrative tasks on time and as assigned/needed. This includes, but is not limited to: incident reports, service request forms, room assignment forms and procedures, check in and out forms and procedures, room inventories and programming forms and procedures.
9. Report concerns related to cleaning, facilities maintenance and safety.
10. Assist in emergencies such as fire alarm evacuation, floods, hurricanes, power outages or other crisis. In case of an emergency or crisis, all staff members are immediately on-call.

Other Departmental Responsibilities
1. Support and maintain positive working relationships with other Student Housing Services staff.
2. Represent and support Student Housing Services in interactions with residents, other students, faculty, staff, parents, and the general public.
3. Check e-mail and voice mail (if provided) regularly and, at minimum, once per day. Respond to all messages in a timely manner.
4. Assist with recruitment and selection activities for RA positions, including RA information sessions and RA interviews.
5. Actively assist with and support system-wide activities/events. Such events include, but are not limited to, UHM recruitment events, and Late Night Programs.

6. Perform other duties as assigned by the RD/ARD, AD, and other Student Housing Services administrative staff.

### COMPENSATION

Total compensation includes monthly stipend of $357.43 or $528.43* (without meal plan), meal plan during the semester and room. RAs may expect to receive their stipend check in or around the 10th of each month.

During the fall and spring semesters when the meal plan is provided, a rate equal to the monthly value of the meal plan will be deducted from the stipend amount. A room in the assigned hall, which includes utilities, and internet is currently valued at $7,643.10* for the appointment period.

Staff should expect a pay lag of approximately 4-6 weeks from the start of appointment period.

#### Meal Plans

1. All RAs are required to have a meal plan unless placed in Hale Noelani or Hale Wainani Apartments. For Apartment RAs who opt into a meal plan, 10 meals per week is the only option available.

Any exceptions to the above restrictions must be cleared and approved by the Director of Student Housing Services or their designate.

All descriptions, responsibilities, qualifications, remuneration and conditions contained within this document are subject to change at any time with proper notice. Changes may be made to this document and associated responsibilities should it be deemed necessary to ensure compliance with the Affordable Care Act or other government regulation.

*Stipend rate may be adjusted based on total value of compensation package determined from AY2017-2018 RA room value.