



Bismarck State College
Resident Assistant Job Description

Job Responsibilities and Reporting Relationship

Resident Assistants (RAs) are an important part of the Bismarck State College residence hall staff. This position is one academic year and reports to the Residence Hall Coordinator. RAs are asked to be supportive of the philosophy and objectives of the college residence hall system. They provide an essential liaison role between the Student and Residence Life Office, the College and the resident students. The RA position requires an individual that is sensitive to the needs of students; can be flexible regarding time demands; is willing and able to relate to a wide variety of people; is knowledgeable about support services available to students; can perform essential administrative tasks; is sensitive to lifestyle diversity; and has a genuine desire to serve others. The RA must have knowledge and appreciation for the various stresses placed upon the individual student in the academic community, as well as, an understanding of each resident's responsibility to the welfare of the community. The RA is primarily responsible for developing a safe and educational community among residents.

The RA has the following specific responsibilities:

1. Academics

- a. Achieve a GPA of 2.5 or higher while employed.
- b. By example, encourage responsible study habits and class attendance among residents.
- c. Remain registered as a full time student (12 credits) unless approved by the Director of Student and Residence Life.

2. Administrative

- a. Be thoroughly familiar with the BSC RA Manuals, BSC Residence Hall Manual, and other residence hall or College publications as indicated by the Residence Hall Coordinator or department.
- b. Assist with the check-in process, including preparing bulletin boards, door decorations, keys, and other information for check-in and being present and active throughout the process including opening meetings.
- c. Be present and available for opening week activities.
- d. Assist with check-out, including remaining on floor beyond the conclusion of final exams each semester, inspect rooms, and perform appropriate check out procedures, as directed by the Residence Hall Coordinator.

- e. Be observant and thoughtful when working in the building to note any maintenance repairs that should be reported to the Residence Hall Coordinator or if it is urgent to notify the on-call maintenance.
- f. Communicate with the Residence Hall Coordinator regarding all aspects of the position and all developments in the RA's area of responsibility.
- g. Prepare reports as directed by the supervisor or other administrative staff.
- h. Meet residence hall, area, and departmental deadlines.
- i. Participate in all training, staff meetings, and professional development as directed by supervisor or department.
- j. Be responsible for all keys/equipment issued to you by the College.
- k. Maintain all programming guidelines as directed by the supervisor and department.
- l. The Residence Hall Coordinator is responsible for the total operations of the residence hall and depends on your communication for feedback regarding the students on your floor. This includes the existence of emotional or academic problems, unusual behavior, health problems, or facility concerns. You are encouraged to develop and keep an open and honest relationship with your Residence Hall Coordinator.
- m. Maintain the confidentiality and rights of residents and staff that are in the building by using good judgment and discretion in discussing matters of a confidential nature to fellow staff members.
- n. Perform other duties as assigned.

3. On-Duty Responsibilities

- a. Serves as the RA on duty. RA duty nights and weekends vary from hall to hall. The on-duty RA is expected to be in the residence hall and accessible during the times they are scheduled. Responsibilities include, but are not limited to, reporting maintenance, securing the building, lockouts, responding to emergencies/crises, accessible by phone at all times, maintain office hours, sleeping in the building and understanding responsibilities do not end when the evening hours end, help in maintaining cleanliness, post relevant information regarding the hall and/or campus, and complete other tasks assigned by the supervisor.
- b. Complete rounds throughout the evening and fill in the duty log book. It is important to note important events in the duty log for your supervisor and colleagues to note.

4. Community Development

- a. Be visible and available. Visit residents throughout the hall and in their rooms. Get to know each resident on your floor and in the building.
- b. Promote responsible behavior among residents by leading by example.
- c. Promote inclusion by understanding individual backgrounds. Use roommate agreements and understanding of backgrounds as a source to facilitate discussion, roommate conflicts, or misunderstandings.

- d. Be consistent – set limits. Hold residents accountable for problems related to their behavior problems.
- e. RAs are required to do regular programs and meet guidelines. Use these programs as an opportunity to develop the floor and building community.
- f. Help students understand the College’s expectations of them as written in the Student Code of Conduct, the Residence Hall Handbook, the housing application, and other policies and/or procedures on campus.

5. Discipline

- a. Communicate residence hall policies clearly to all residents.
- b. Follow all college and residence hall policies and procedures.
- c. Confront residence hall violations you observe in any residence halls. Report the incident and work with the supervisor regarding any follow up necessary.
- d. Cooperate and support other staff members.

6. Time Commitments

- a. It is difficult to define the amount of time you will spend on your job. You were selected because we perceive that you have a strong commitment to the fulfillment of work responsibilities. This is interpreted as a willingness to support the needs of the residence hall regardless of the number of hours you are called on to serve. Because of these demands, we have placed a great emphasis on the importance of having your own academic and extra-curricular life well organized. Any outside commitment to a job or extra-curricular activity of 10 hours or more should be discussed and approved by the Residence Hall Coordinator of your hall.
- b. RAs are expected to be visible and available on their floors on a regular-basis beyond their duty nights.
- c. RAs are required to attend any Fall, Spring or mid-semester training provided by the Student and Residence Life office. RAs are not permitted to participate in outside employment or activities during the training periods or sessions.

7. Staff Miscellaneous

- a. Know both the rules and regulations of the College and city and state statutes, which govern the students of the College and, as an individual, conduct yourself in accordance with them.
- b. Carry out to the fullest the responsibilities, which you assume as part of our residence hall position. If ever you become negligent, negative, or apathetic toward your responsibilities you risk doing a great disservice to the residents of the hall. Should such an attitude problem arise, it is your duty to see the Residence Hall Coordinator IMMEDIATELY so you can resolve this situation.
- c. Always respect the privacy and property of others.

- d. As a staff member, your actions serve as an example to other students. It is important to have fun, but remember to always conduct yourself in a mature, dignified manner. There is no better way to command respect. Never respond to an incident under the influence of drugs or alcohol.
- e. Never allow your judgment to be adversely affected by ethnic, racial bias, or prejudice towards others.
- f. Try to avoid criticizing College policies or personnel and services in front of residents. If you are unhappy with specific individuals or policies, there are appropriate ways for you to express your complaints and suggestions.
- g. Never discuss a confidential matter in the presence of another student. Be careful not to be overheard when discussing confidential matters. Periodically you will receive confidential material and information. Keep it confidential. Failure to keep information confidential can have a negative impact on the effectiveness of the department and may affect your status as an employee.
- h. Show a willingness to grow and learn in the position.
- i. Accept and respond appropriately to supervision by all departmental supervisors.
- j. Help recruit in the selection process of RA candidates.

8. Incentives

- a. A single room waiver.
- b. A bi monthly stipend based on the number of years and experience an individual has served with the department.
- c. The opportunity to utilize the Mystic Green contract on campus.