

Position Description: Resident Assistant

2020-21 Academic Year

Resident Assistants (RAs) are part of the Office of Residential Life and Learning (ORLL). As a department we challenge students to pursue transformative growth by offering mentoring relationships, leadership opportunities and individual attention. Resident Assistants are essential personnel who live among their peers in every residential community on campus and play a critical role in the growth, development and safety of our students. RAs serve as a role model, peer support structure, resource and referral agent, advocate, policy enforcer, programmer and leader for residents in their assigned area. In this leadership role, RAs work together with ORLL, campus partners, and leaders across campus to support and build positive campus culture.

RESPONSIBILITIES

The responsibilities of the RA position generally fall under three distinct categories: *community development, administrative duties, and crisis response.*

- **Administrative duties** include staff meetings, responding to lockout requests, helping with move-in & move out, and communicating resident concerns to the proper resource.
- **Community development** includes providing opportunities for meaningful interaction with residents, implementing programs, and providing guidance to residents in need.
- **Crisis response** includes participating in an on-call rotation, enforcing University and ORLL policies, and keeping supervisors informed about all problems and concerns in the hall

QUALIFICATIONS

The following qualifications must be met in order to serve in the RA position.

- **Commitment to community:** RAs must role model and demonstrate strength of character, flexibility, responsibility, involvement and commitment to student life and the University.
- **Course Load:** RAs may carry between 12 and 18 Semester Hour Units (SHUs) in any given semester.
- **Grade Point Average:** RAs must hold a cumulative 2.5 Grade Point Average at Tufts University. Semester Grade Point Average must also be above a 2.5.
- **Class Standing:** RAs must be full-time matriculating sophomores, juniors or seniors during the academic year. Transfer students are unable to hold the RA position during their first semester.
- **Training:** All RAs must attend training meetings in the spring and **all** components of fall training, which is set to being August 21, 2020 (Fall) and January 16, 2021 (Spring).
- **University Standing:** RAs must be in good standing at Tufts University throughout the period of employment.

TERMS OF EMPLOYMENT

The following terms must be accepted in order to serve in the position.

- **Availability:** All RAs are expected to be sufficiently available in the hall to respond to emergency situations that may arise, maintain regular contact with residents, and prioritize weekly meetings with their supervisor and
- **Compensation:** All RAs are compensated with a housing grant which is utilized to cover the cost of one single-occupancy room.
- **Holidays, Breaks and Vacation Periods:** RAs are expected to remain on campus to support residence hall closing for winter break and at the end of the spring semester. This includes Winter Closing, Spring Closing, and other break periods such as Thanksgiving and Martin Luther King Jr. Day.
- **Work Load:** RAs should expect the role to take between 10-15 hours of work per week. Most of this time will be spent in the residence hall engaging with residents, with additional time allotted to staff and on call responsibilities. Please note that the residence hall work environment does encounter peak times that may require a greater commitment such as training or closing of the halls.