Position Description: Resident Assistant
2022-2023 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 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. If a student wants to take more than 18 SHUs they would need to receive permission from ORLL.
- **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.
- **Study Abroad:** Reflective of our current study abroad policy, any student who has filled out the study abroad intent form will unfortunately not be eligible for the RA role. Students who would still like to apply will only be considered for an alternate position.
- **Training:** All RAs must attend the training meeting in the spring prior to the start of their time in the role, ALL of fall training, and ALL of winter training. Due to the impact of COVID-19 and potential for changes in sequencing for student arrival prior to the start of the semester official training dates will be communicated on a later date. Any travel being planned prior to the communication of these dates should be communicated and cleared first with the department staff.
- **University Standing:** RAs must be in good academic and behavioral 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.

- **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. Scheduling of shifts will occur during training.

- **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.

As an AA/EEO employer, Tufts recruits, hires, and promotes qualified persons in all job classifications without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law.