

Butler Community College
Department of Residence Life
Resident Assistant Responsibilities And Expectations

Resident Assistants are students employed by the Department of Residence Life that requires them to live on-campus. Resident Assistants provide leadership for all on-campus housing residents based on training, previous experience in residence halls, positive attitudes and behavior towards Residence Life, and achievement in and out of the classroom. A Resident Assistant's first responsibility is to help each resident grow to the fullest of his/her capacities so that he/she is a better educated individual.

The Resident Assistant position is contracted for a full academic year.

RESPONSIBILITIES

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| I. Programming | II. Discipline |
| II. Consultation and Referrals | V. Public Relations |
| III. Administration | VI. Other Duties And Expectations |

- I. Programming
- Attend and participate in all of the R.A. in-services, fall and spring are REQUIRED.
 - Required to attend the college student leadership workshop Leadership Challenge either fall semester or spring semester.
 - Acquaint yourself with all residence hall residents and develop a community. At your first floor or apartment meeting, you will have your residents fill-out a Getting To Know You Hall Resident Form.
 - Establish at least one evening a week where you eat with your residents in the cafeteria or apartment and document on weekly report.
 - Nominating residents for Resident of the Month and hall t-shirts as well as send Birthday, Thinking Of You, Congratulations, And Thank You notes to your residents is required.
 - Assist with planning a minimum of three programs for the year and attend those programs. The types of programs will include educational, service learning, academic/career, wellness, and multicultural diversity.
 - All RA's will do the bulletin boards with provided information for their residents.

-Assess the interests and needs of your residents and aid in the development of activities and wellness programs to meet these needs.

-Attend a minimum of five residence hall sponsored events and activities you aren't directly assisting with during the year. You will check-in and check-out with the Director of Residence Life at these events and activities. In order for this event or activity to count, you must be in attendance for the entire time of the event or activity.

-Each residence hall and the apartments will go with East Hall will plan one large program a year for the other residence halls.

-Direct floor/apartment meetings with residents when necessary.

-Encourage individual hall members to become involved in residence hall activities.

II. Consultation and Referrals

-Be available and willing to confer with residents who are having academic and/or social difficulties.

-Provide information concerning hall facilities, campus locations, registration, and college and hall activities, etc.

-Act as a resource person.

-Work with behavioral problems and make appropriate referrals. It is important to know your limits of how much you can assist the resident.

-Keep routine verbal and visual contact with each hall resident you are serving as their Resident Assistant. Being visible means a minimum of 10 hours a week on your floor/in apartment in the evening Sunday – Thursday of the week where you can be found by your residents. Your duty night time doesn't count as part of the 10 hours. Your residents should know the name and physical description of their RA.

III. Administration

-Assist in the check-in and check-out process at the opening and closing of each semester which includes doing Room Inventory Forms. In other words, it is required to be here before the halls open in August and stay until the halls officially close for the academic year in May. You need to plan to stay until Friday of each finals week, fall and spring. If you are in an activity that reports early to the halls in the fall semester, you will be required to assist with checking in the other participants in that activity.

-Be on-duty anytime you are in the halls or on-campus and support other staff.

Work at least one duty night a week and on weekends according to the schedule. Duty nights/weekends include making periodic rounds around the halls, handling incidents, reporting maintenance problems, checking on the Student Recreation Room worker in East Hall and opening the Rec Room for student worker, maybe working in Rec Room if necessary, checking on Computer Lab in East Hall, checking out vacuums, picking up trash, and checking out games and packages from East Hall. When residents check-in their guest, you need to take both the resident and guest ID's. While on-duty at the desk, you may be asked to do tasks at the desk to assist the Director/Hall Manager.

- Required to attend Department of Residence Life staff meetings on Thursday nights at 9:00 p.m. Don't enroll in a class that meets on Thursday nights that won't be out in time for you to be at staff meetings by 9:00 p.m.

- Missing Duty – Even if you are excused from duty, you will still need to make-up the duty hours your missed. In your position, you don't get sick time or vacation time. If you trade duty and don't submit a duty trade slip, you will make those hours up.

- Bring writing utensil to the staff meetings.

- Post a copy of your class schedule and extra-curricular activities on your door for your residents information about where you are. Also, give a copy to the Director to be put in your housing file.

- Attend Food Team Meetings whenever possible.

- Turn in a Weekly Report every Monday. Late reports that are unexcused will result in an hour of extra time checking residents out during finals week.

IV. Discipline

- Know campus and housing regulations. Set a proper example for others to follow. Be a positive role model.

- Assist residents in following the regulations as set forth in the Residence Hall Handbook.

- Help individuals with individual growth toward self-discipline.

- Report behavior infractions to the Director of Residence Life/Hall Managers.

- Be consistent in enforcing the policies/regulations.

- V. Public Relations
- Act as a positive role model for residents in conduct, attitude, academics, and involvement at all times in and out of the halls such as in the classroom and cafeteria. In other words, you are an R.A. 24 hours a day.
 - Promote respect for residence hall facilities.
 - Accept special assignments with the Division of Student Services, Student Life, and Department of Residence Life.
- VI. Other expectations/duties may be assigned into the academic year.
- Must maintain an accumulative GPA of 2.0 at all times during R.A. employment period. No probationary status will be issued if you go below 2.0.
 - If a student athletic, must be in at least their third semester.
 - Be a full-time student at Butler Community College (minimum of 12 credit hours).
 - All R.A.'s no matter where they are living are required to be on the 19 meal plan.
 - No off-campus jobs during R.A. employment.
 - Salary is room and half meals. This amount is credited on your account. No checks for R.A. salary are issued. (If you are terminated or resign, you are responsible for paying the prorated amount due for the rest of the academic year).
 - If I'm unexcused from missing duty, staff meetings, or issued a discipline sanction, I will automatically receive a strike. On the third strike, I'm automatically dismissed from my position.
 - The Director of Residence Life must be informed in a meeting of any on-campus employment.
 - As a positive role model, you have paid your deposit and submitted your immunization record according to the established deadline.
 - All R.A.'s will need to be here until 4:00 p.m. on Saturday, May 16, 2009 when the residence halls close for the academic year.