

RA Position Description and Responsibilities

The Resident Assistant is responsible for an on-campus residential floor, wing, pod, building, or area. The Resident Assistant serves as a facilitator to encourage a positive and welcoming, healthy and safe, cooperative and considerate living environment. The RA is expected to help build a strong, inclusive community by initiating and organizing floor, wing, pod or hall activities and programs. The RA serves as an information resource for the campus and residence hall. The RA also serves to assist with the personal and academic concerns of the resident and to help manage conflicts that may arise in the residential area. Therefore, an RA is expected to be a person who cares about their residents and continuously strives to make the residence hall a valuable and educational place to live. The responsibilities of the Resident Assistant are numerous and varied. The following is a representative list of Resident Assistant responsibilities.

The Resident Assistant:

- Community Builder
 - Acts as a community facilitator by developing an atmosphere that promotes a sense of belonging, support, and affiliation.
 - Becomes acquainted with each student in the living unit as soon as possible as well as with other residents of the hall.
 - Holds periodic meetings with the living unit for general communication, sharing information, or generating enthusiasm.
 - Facilitates programming individually and in cooperation with other Resident Assistants and with residents of the living unit.
 - Encourages and supports students in their involvement in Area Chapters, programming, and campus activities.
- Leader
 - Is familiar with campus and community resources.
 - Knows and understands the rationale for university and residence hall policies and procedures, and interprets and enforces them effectively.
 - Develops a positive working relationship with Residence Coordinator and with peer staff members.
 - Assists in maintaining order in emergency situations.
 - Communicates consistently, effectively, and efficiently with other RAs, the Desk Receptionists, the Assistant Residence Coordinator, and Residence Coordinator.
 - Works with the Assistant Residence Coordinator in supporting Area Chapters.
 - Is intent on becoming a part of, and supporting, a team that will serve the residents, the department and each respective hall staff.
 - Maintains positive relationships with fellow RAs, Desk Receptionists, the Assistant Residence Coordinator and the Residence Coordinator.
 - As paraprofessional members of the Office of Housing and Residence Life, RAs are expected to maintain a high level of ethical standards whether on duty or not. RAs should always assist in hall matters regardless of duty schedule.
 - Participates in recruitment, selection, and training of all new staff members.
 - Maintains a professional attitude and manner while employed as a university employee for the Office of Housing and Residence Life.
 - Knows and understands the philosophy of the Office of Housing and Residence Life and is familiar with the resource material in the HRL Office and its documents (i.e. manuals).
- Peer Helper
 - Acts as a referral agent in serious emergency situations.
 - Helps students adjust to their roommates, floor mates, suitemates, residence hall and university community.
 - Shares responsibility of duty nights and hall security. RAs are expected to be in their respective hall most evenings and nights of each week and available to meet student needs. Official RA duty guidelines are set by HRL and the Residence Coordinator. These guidelines include duty rounds, security checks, professional behavior, etc.
 - Informs the Residence Coordinator of living unit situations (incidents, needs, behavioral changes, and unknown whereabouts of members) through individual consultations, unscheduled conversations and staff meetings.
 - Is available to assist students with their personal and group concerns, within limits of training and capability.
- Administrator
 - Assists in additional responsibilities that occur concerning hall functions.
 - Provides an informational floor bulletin board for academic information, social events, Area Chapters, maintenance, policies and procedures.

- Works with housekeepers, maintenance personnel, etc., to promote efficient facility support and respectful understanding of the responsibilities of both the residents and UNCW personnel.
- Helps develop a positive and supportive relationship with University Police, University Dining Services staff, Recreation Services staff, and all other staff who work in conjunction with the Office of Housing and Residence Life.
- The RA will sit at the front desk / in RA office and serve as a Desk Receptionist on their duty night.
- Supports and participates in the evaluation of residence hall staff personnel.
- Remains in the residence hall until all students have left for vacations periods (Thanksgiving, Winter, Spring, and Summer Breaks) and returns early to open the hall after vacation periods.
- Resident Assistants must participate in opening, closing and inspection procedures and may not leave until dismissed by the Residence Coordinator.
- Completes administrative tasks as assigned by the Residence Coordinator or the Office of Housing and Residence Life.
 - - Maintains records concerning room inventory and damages in students' rooms.
 - Assists in student room check-in and room check-out procedures.
 - Assists in surveys and special projects as requested by the Residence Coordinator or the Office of Housing and Residence Life.
- Other
 - Participates in required RA training sessions throughout the year. Advance notification to your Residence Coordinator is required if unable to attend due to academic reasons.
 - Attends and participates in all meetings called by the Residence Coordinator or the Office of Housing and Residence Life.
 - The Resident Assistant is permitted the equivalent of one weekend off per month. Any and all requests for time away from the hall, especially nights, must be submitted in writing to the Residence Coordinator.