



Resident Assistant

Mission Statement:

The Resident Assistant (RA) position focuses on facilitating and fostering a positive, safe, and comfortable environment within the residence hall that contributes to the overall intellectual, social, physical, moral, and cultural development of the students.

Job Description, Commitment, Duties:

Resident Assistants (RAs) are responsible for the following key areas:

- **Community Development** – RAs create programs and activities designed to meet the needs of residents on the floor. As a community developer, RAs also host floor or building meetings, as well as have meaningful interactions with community residents and encourage community involvement.
- **Resource & Education** – As a peer, RAs connect residents to other campus opportunities to promote a positive USF experience. RAs serve as a referral agent to other campus resources such as counseling, the Academic Success Center, Student Life, etc.
- **Facility Management** – RAs work with other hall staff to ensure that there are no facility issues on the floor or building. RAs are required to complete room inventory checks and safety checks on a regular basis. RAs report all maintenance, safety, accident/incident issues or other concerns to a Resident Director and appropriate departments at USF when needed.
- **Policy Enforcement/Safety** – RAs are attentive to resident safety and hall security, as well as ensure residents follow University and housing policies to maintain a respectful environment. RAs educate residents on their actions and decisions while informing them about how their actions impact an entire community.
- **Emergency Response** - RAs provide the primary response to emergencies within their hall. While each RA will have designated duty nights, staff are expected to assist whenever they are in the building. Assist in the management of crises and report emergencies or serious illnesses. Be informed and able to instruct residents regarding the evaluation procedures and the location and use of fire-fighting equipment.
- **Conflict Resolution** – RAs are expected to regularly maintain open communication with residents. RAs are asked to initiate Roommate Agreements and follow up to mediate any conflicts within room or suitemates, as they occur.
- **Administrative Tasks** – RAs are required to complete daily/weekly reports and other department paperwork, oversee the cleanliness and organization in their halls/buildings, and assist with check-ins and check-outs of residents.
- **On Call/Coverage** – RAs must have coverage and fulfill duties in residence halls during vacation periods (Fall Break, Thanksgiving Break, Winter Break, etc.). RAs also have night responsibilities and other supervisory responsibilities when needed.

- **Meetings** – Meetings include weekly staff meetings, monthly in-service meetings and weekly or bi-weekly one-on-one meetings with Resident Directors.
- Be a role model to all students
- Respect confidentiality always but know your duty as a mandated report and report appropriately. Confidentiality should be approached with sensitivity to the well-being and safety of other students, the University, and college property.
- Serve with integrity and understanding
- Excellent communication and collaborative teamwork is essential
- Commit to abide by, and will promote the behavior guidelines outlined in the USF Student Handbook
- Must be willing to increase your student involvement on campus by attending events, joining student clubs/organizations, volunteering, etc.
- Required attendance for Move In Day and New Student Orientation
- Return ten (10) days before Move In Day for IMPACT Student Leader Training
- Perform other duties assigned by any staff member from the Office of Student Life

Required Minimum Qualifications:

- Undergraduate or graduate student
- Maintain full-time student standing of 12 credit hours per semester and a 2.5 cumulative GPA
- Applicants must not be on academic probation or conduct probation

Selection:

- New candidates must submit an online application, resume, and cover letter
- Individual interview

Compensation & Benefits:

- A housing scholarship that will cover housing costs for your assigned residence hall
- The opportunity to move into fall housing assignment prior to opening of the halls
- Meals covered during training week, Move In Day, and New Student Orientation
- Free night time activities during training week
- The use of the Student Life office and office supplies
- Experience in leadership development, including opportunities to build leadership skills
- Opportunities to develop skills in event planning, time management, office organization, working on a team, marketing, social media, and a greater understanding of USF's offices and systems
- Opportunities to hone communication skills through public speaking, electronic and written correspondence, and active participation in meetings and collaborative processes

Position Supervisor:

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