

**DEPARTMENT OF RESIDENCE LIFE
SUMMER 2015 RESIDENT ASSISTANT JOB DESCRIPTION**

Residence Life Mission Statement

The Department of Residence Life, a unit of Student Life, provides and enhances a safe, convenient, and transformative residential experience. We accomplish this through intentionally developed policies, programs, facilities, and services that foster holistic student development.

Residence Life Vision Statement

By focusing on interpersonal, intrapersonal, and intellectual development, the Department of Residence life collaborates with the entire campus community to create and sustain vibrant learning communities for students.

Introduction

Under the supervision of the Residence Life staff, the Resident Assistant (RA) helps students in their personal adjustment to Queens, promotes community and connectedness within the residence halls, enforces policies, serves as a mentor and mediator in the hall, and creates and facilitates programs and events for the community. In addition, RAs are role models to other students, should make healthy and positive choices, and fully support the mission and vision of Residence Life.

Eligibility Criteria – A qualified applicant must:

- Be a full-time Queens University of Charlotte student for at least one semester
- Have lived in the residence halls for at least one semester or have comparable community experience
- Be in good judicial standing with Queens University of Charlotte
- Maintain a minimum semester and cumulative grade point average of 2.50 before and throughout employment

Expectations

- Summer Resident Assistants are hired only for summer employment. Summer RAs are employed from **Sunday, May 10, 2015 through Saturday, August 29, 2015**.
- RAs must be available to attend two short training sessions tentatively scheduled for May 11 and May 12 from 1-4pm.
- RAs must receive permission from their supervisor in order to hold any other employment. If permission is granted, employment in addition to the RA job will be limited to 20 hours of work per week. If an RA is taking classes, only 15 hours of outside work a week will be allowed. If an RA is approved to participate in an internship, no other employment will be allowed.
- RAs may enroll in two courses over the summer.

- RAs may take up to 10 days of vacation during the summer term of employment. This includes weekends away from campus. These vacation days may be taken in one whole week or can be spread out during the summer, but must be approved by the supervisor.
- RAs must also be available for weekly staff meetings, and one-on-one meetings with the direct supervisor and other staff members of Resident and Student Life.
- The RA position should be the principle non-academic activity. Extracurricular activities should not conflict with the time needed to perform effectively as an RA throughout the entire year.
- RAs must be available for the opening and closing of the residence halls. RAs must also be available for weekly staff meetings, and one-on-one meetings with the direct supervisor and other staff members of Resident and Student Life.
- RAs are expected to perform other duties as assigned by the Residence Life staff in support of the goals and objectives of the Department of Student Life.

Remuneration and Benefits

- Financial Compensation
 - RAs will be paid a stipend of \$1,200 for the duration of employment (\$75 per week).
- Housing Remuneration
 - RAs will reside in Wireman Hall in a room assigned by Residence Life staff.
 - The cost of residing on campus will be waived (free housing).
- Other Benefits
 - Supervision and mentoring, leadership development, and campus connections

Specific Responsibilities of Summer Resident Assistants

1. Community Building
 - Be visible and available in the hall
 - Develop meaningful relationships with residents
 - Encourage student success academically, emotionally, and socially
2. Programming
 - Plan and facilitate hall events that meet the needs of the community
 - Collaborate with student organizations and staff to enrich the residential experience
3. Policy Enforcement
 - Follow and enforce the Honor Code
 - Serve in a duty rotation and respond to conflict and crises that occur
4. Administration
 - Complete departmental paperwork and tasks as assigned

- Co-facilitate departmental processes including but not limited to student check-in and check-out.
- Hold office hours during the week at the discretion of the supervisor (approximately 3-5 hours per week or as needed).
 - **Summer Check In and Check/Out** – RAs should be available for:
 - Summer Session I check-in on **Wednesday, May 13, 2015**
 - Summer Session II check-in on **Wednesday, May 13, 2015**
 - Summer Session II check-out on **Friday, June 26, 2015**
 - Summer Session III check- in on **Sunday, June 28, 2015**
 - Athlete check-in on **Saturday, August 15, 2015**
 - Summer I and Summer III Transition on **Tuesday, August 25, 2015**