Resident Assistant Position
Description

Purpose and Requirements

The purpose of the Resident Assistant (RA) is to enhance the quality of life in the residence halls while supporting the mission of the college. The RA works to create and maintain a healthy environment for the academic and personal growth of the students within their assigned living unit. In carrying out his or her duties, the RA is expected to treat other students, supervisors, and fellow employees with courtesy and respect.

The RA position and role is dictated by the changing needs of students and consequently requires a considerable amount of flexibility. It is crucial that RAs are able to relate well to others and handle administrative responsibilities. The RA is more than just a friendly presence; s/he is the crucial link in creating an environment in which students develop independence and learn to live cooperatively with others.

RAs must be enrolled full time (12 or more credits) at FKCC during the semesters while they hold the position. Any additional off-campus or on-campus employment must be approved by the Resident Manager and may not exceed twenty-five hours per week or interfere with the RA responsibilities. RA’s must maintain a minimum cumulative GPA of 2.3 or higher.

RAs report to the Resident Manager. The RA position assignments may be terminated at will by FKCC or FKCCF with or without cause.

Position Responsibilities

Time commitment and duty

- RAs must be available during the week and on weekends. When going out of town, RAs are expected to notify the Resident Manager ahead of time.
- The Resident Manager determines the RAs schedule.

RA responsibilities are determined primarily by the needs of residents

- RAs must expect to work additional duty time during periods such as trainings, openings/closings, and college, community, and county events.
- RA’s are expected to share assigned responsibilities in support of breaks during and between terms.

Expectations

Training

- Actively participate in all fall, winter, and ad hoc trainings throughout the year
- Attend and participate in weekly review meetings conducted by the Resident Manager
- Participate in a semester performance evaluation
Community development

- Prepares informational reports and completes documents (e.g.: work orders, incident reports) as requested by the Resident Manager
- Maintains confidentiality regarding student personal information, and with staff-related matters - including incident documentation and disciplinary status of residents
- Conducts regular building rounds on duty nights and as requested
- Assists with room inspections, check-in and checkout of residents – may require returning to campus early from breaks to prepare for residents’ return
- Monitors physical facilities and reports needed repairs and suggested improvements
- Communicates policies and the rationale behind them to residents - supports decisions and actions determined by the Resident Manager and College officials
- Works with staff members to promote a responsible living and learning atmosphere in the hall

Programming

- Attends and assists with facilitation of mandatory community meetings – including agenda development
- Assesses needs and interests of residents by interacting with them on a regular basis
- Actively initiates and participates in the development of programs and activities that address the social, recreational, and educational aspects of the residents’ lives according to assigned programming models
- Considers the needs of a diverse population when developing programs

Conduct

- Complies with the policies and procedures contained in the Student Handbook, Community Guide, and Housing Contract.
- Upholds the expectations of the RA position description and follows direction from the Resident Manager
- RA’s are subject to the same disciplinary sanctions as other residents for violation of residence hall rules as set in the Community Guide or any other applicable College rule and regulation. In addition, RA misconduct may result in further disciplinary action and/or position termination.
- Acts as a positive role model in both academic and personal behavior by maintaining the highest standards

Compensation

- RAs receive a $1,200 per-semester housing scholarship (pro-rated in the event of resignation/termination)
- RAs are allowed to move in to Lagoon Landing early to be present for RA training
- RAs are given opportunities for professional development, work experience, resume and interview training, and community living experience