

Ithaca College
Offices of Residential Life and Judicial Affairs
Resident Assistant Job Description
2009 - 2010

The Office of Residential Life employs 119 resident assistants (RAs) who are at least second semester freshmen. Working closely with a full-time residence director, (RD) the RA is responsible for the overall supervision of a residence floor of approximately 25-50 residents or apartment complex of 60-120 residents.

As a member of the Residential Life staff, the RA works to foster the development of a community on a floor or in an apartment complex through a variety of methods. It is important for RAs to be willing to develop interpersonal skills necessary for working with a wide variety of people. They should have a genuine interest in working with other students and helping these students develop intellectually, socially, and culturally.

RAs play a key role in the Ithaca College Office of Residential Life. They are the foundation of the staff and have the responsibility to act as an administrator, organizer, programmer, disciplinarian and role model for the residents of their hall or apartment areas.

As an RA, your responsibilities will include the following:

1. Serve as a role model for staff and students both personally and professionally.
2. As role models, RAs must become familiar with and adhere to the Ithaca College Student Conduct Code, Residential Life Handbook and individual Area Office Manual.
3. Approach and confront students who are in violation of the Student Conduct Code and/or Residential Life Rules and Regulations.
4. Respond to and manage crises (i.e. personal injury, fire alarms, etc.) which occur on your floor and/or in your building.
5. Serve as an initial source of support for students who are experiencing personal or academic concerns. Act as a referral source for such offices as the Counseling Center, Career Planning and Placement, Health Center, etc.
6. Participate in and support building or apartment Hall Council and Residence Hall Association.
7. Complete all programming requirements.
8. Participate and attend spring orientation in April and training prior to Fall Semester opening and Spring Semester opening. Exact dates of these training periods will be confirmed by the Office of Residential Life. All RAs are expected to attend each of these training sessions in their entirety.
9. Complete and participate in required in-service training sessions throughout the year.
10. Attend all weekly staff meetings, weekly individual meetings and other appropriate meetings determined by your supervisor.
11. Participate in various Residential Life processes including the selection of Residential Life staff and room lottery sign-up in the spring.
12. Participate in the formal staff evaluation process during the Fall and Spring Semesters. Re-appointment or continuation in the position is dependent on satisfactory evaluation of the RA's performance and motivation to return. RAs wishing to return for a second or third year must complete the Request for Review form.
13. Keep supervisor advised on all roommate conflicts, room changes, damages and disciplinary problems in the building or apartment complex or on the floor.

14. Be on duty for area and/or building on designated evenings, on weekends and during hall or apartment openings and closings to insure adequate coverage.
15. Participate in opening and closing of residence halls at each break period and at the beginning and end of the academic year. You will be expected to remain for Spring Closing and close the residence halls after Commencement. You will also be expected to stay late or return early from designated breaks.
16. Provide check-in assistance to families who participate in Commencement housing in the Spring.
17. Turn in all Weekly Reports, Occupancy Reports, Incident Reports, Room/Apartment Condition Reports, Maintenance Requests, Area Office and Duty Logs, Program Planners and Funding Request forms etc. Complete thoroughly and accurately all paperwork and meet all deadlines.
18. Report and follow-up on any maintenance or housekeeping problems on the floor and/or in the building.
19. Be available and accessible to the residents most evenings, therefore, limiting evening commitments.
20. The RA position is considered the principal out-of-class activity and any competing employment, interests and activities must be approved in advance by the RD.
21. The Office of Residential Life will assign RAs to a specific hall or apartment. While individual preference will be considered, the RA should expect to be assigned to the hall or apartment where their skills best compliment the residents and other staff.
22. Other duties as assigned.