

# UMSL | Residential Life and Housing

## Position Description

The Resident Advisor (RA) position is a live-on position with the Department of Residential Life and Housing. The RA assists in the academic, social, and personal transition of students to UMSL and living on campus. The RA is charged with developing a community and fostering active participation with residential areas. The RA is a positive role model to residents, peer staff members, and the campus community. The RA enforces Residential Life and UMSL policies while maintaining customer service and building relationships through participation in an on-call rotation. The RA serves as a liaison between university personnel and the residents.

## Dates of Employment

Resident Advisors will have a mandatory staff meeting on Friday, April 19, 2024 from 3:30 p.m. – 5:00 p.m. to prepare for the Fall Semester. Staff training will begin on Sunday, August 4, 2024 and take place until the semester begins. RAs must move into Oak Hall no later than Saturday, August 3, 2024. The RA position will run the course of the academic year and end May 12, 2025.

## Responsibilities

### *Active Engagement with Students*

- Be committed to student success
- Be available and accessible to and get to know your residents (at various times throughout the day, including most nights and some weekends)
- Engage with residents and learn their stories
- Foster opportunities for residents to contribute to the community
- Assist students as they develop interpersonal skills and individual responsibility
- Encourage student participation in the housing and campus community
- Work as a member of the staff team to support out-of-class learning opportunities

### *Community Development*

- Help develop an environment in which students have concern and respect for the rights of others
- Develop an atmosphere that promotes a sense of belonging and support while advocating for the needs of all students
- Empower and educate students to resolve and mediate low-level conflicts on their own
- Mediate conflicts amongst residents
- Understand and uphold all University and Residential policies
- Educate students about policies, while noting the impact of their behavior on the community
- Document student concerns in a timely fashion

- Respond to crises as they occur on the floor, in the building, and in the community
- Participate in the on-call rotation
- Conduct health and safety inspections to build rapport with residents, note policy violations, and document facility issues

### Administration

- Complete all paperwork (weekly reports, duty logs, incident reports) in a timely and professional manner
- Advertise campus and housing events well in advance
- Assist in opening (in August and January) and closing (December and May) residential facilities
- Attend a weekly 2-hour staff meeting (the time of which will be determined during staff training)
- Provide stellar customer service
- Assume additional responsibilities as needed by the department

### Requirements

Applicants must meet the following requirements:

- Must have completed 12 credit hours at UMSL (or another university / college).
- Plan on being enrolled for the 2024 - 2025 academic year and be a full-time UMSL student throughout the duration of their employment. (Full time equals 12 undergraduate credits and 6 graduate credits).
- Have a cumulative GPA of 2.75 or higher.
- *These requirements must be maintained throughout employment.*

### Compensation

This position is 15 hours per week and is compensated via scholarship in conjunction with Financial Aid. RAs will receive a private room in Oak Hall and their choice of meal plan (Options 1-5).

With UMSL student employment (and Federal law), students cannot work more than an average of 28 hours a week. If you hold more than one job on campus, your combined hours between the positions cannot exceed the average of 28 hours per week throughout the year.

Off-campus employment is allowed in concurrence with the Resident Advisor position. First-time RAs are to not exceed employment elsewhere greater than 10 hours per week without advance approval of the Director of Housing.