General Description
The Department of Housing and Residence Life as part of the Division of Student Development helps students develop as leaders who are spiritually formed, critically reflective, and socially and personally responsible.

The Resident Advisor (RA), as a peer educator and mentor, provides direction for student learning and academic success while assisting with the coordination of the programmatic facets for a co-educational residential community. This includes the development of inclusive communities that foster academic and personal success, helping individuals with personal needs and concerns, and focusing on the whole student. To accomplish this, the RA must be flexible and creative in meeting the residents’ needs by serving as a peer educator, mentor, advisor, and activity planner. This position requires a serious time commitment and willingness to be available and accessible to other students. As a live-in student member of the Housing and Residence Life Department, the Resident Advisor is supervised by the Residence Hall Coordinator (RHC).

The Saint Louis University Department of Housing and Residence Life is committed to the total development of the resident within an inclusive community through student government, programming, residence hall standards, and supportive learning environments in the residence halls. The Housing and Residence Life program is built on a student learning philosophy that values social justice, community, spiritual and personal growth, and academic success.

Student leadership positions in Housing and Residence Life don’t keep traditional 8-5/M-F hours. Schedules are influenced by student and community needs. There will be times throughout the year when the Resident Advisor will be expected to be available evenings and weekends. Availability during this time will be determined in conjunction with the RHC.

This description provides an outline of major responsibilities but is not an all inclusive list. Through the course of the year there will be times where staff will be called to provide duties based on the needs of the community that may not be outlined in this description. Housing and Residence Life staff need to be flexible and realize other duties will be assigned as needed.

Saint Louis University wishes to confirm and ratify the status of its relationship with the Resident Advisor (RA) with the following agreement:

1. Upon his/her acceptance, the Resident Advisor designated below is selected as recipient of the RA grant-in-aid award and agrees to act in accordance with provisions of this agreement as indicated by the student’s signature below.
2. It is expressly understood that the relationship between the University and the RA is not an employment relationship, but rather a grant award relationship between the student and Saint Louis University.
3. It is understood that the maximum hours to be devoted to the RA position will not exceed an average of 20 hours per week for the semester.
4. The RA must meet eligibility requirements as outlined below.
5. The RA should have additional commitments approved by his/her direct supervisor.

Responsibilities
The Resident Advisor (RA) is a key student leadership role within the Department of Housing and Residence Life. Through this valuable learning opportunity, RAs have the main objective of developing one on one connections and a sense of community on a floor of 30 to 60 residents in a particular residence hall or 50 to 90 in an apartment style community. In addition, RAs have primary responsibility for developing and implementing programs and activities that further the mission of the Department, the Division, and ultimately the University. RAs serve as resources for the residents, respond to crisis situations, and enforce policy. In addition, RAs serve security desk hours and share in the duty rotation for their building. RAs collaborate with the Department of Housing and Residence Life and divisional professional staff to meet the varying needs of their residents throughout the year. The Resident Advisor is expected to assist the Assistant Director and the Residence Hall Coordinator in their building/area and other departmental staff in the development of residential communities and implementation of learning initiatives for the entire Housing and Residence Life operation.

Resident Educator
- Be familiar with your students and their academic needs
- Assess the personal developmental and educational needs of your students and develop creative learning opportunities and goals to meet these needs
- Engage students with ideas in interactive and passive ways promoting student learning and citizenship
- Motivate students to succeed academically and personally
- Encourage student involvement and personal growth through leadership experiences
- Support and respect the dignity of all individuals
- Help create and maintain an atmosphere conducive to studying with the residential community
- Offer students the opportunity to learn to manage time, maintain good study habits, and take tests efficiently
- Direct students to the appropriate academic resources when you are not able to assist them (e.g. Academic Services, Academic Advisors, Hall Coordinator, Campus Minister, etc.)

Community Development/Program Facilitator
- Initiate, plan, and organize educational programs that respond to the needs and interests of all residents
- Facilitate community development through personal interactions, meetings, and activities
- Establish good relationships with students in the community by actively getting to know them early in the semester and making frequent contact
- Utilize the Departmental philosophy and residential curriculum to develop programs and activities for the community
- Be regularly available and accessible to address resident needs or concerns
- Ensure every resident is known on a personal level
- Assist the students to set goals, develop and implement action plans – engage in regular follow up
- Support hall council, RHA, and other student organizations that assist the mission of our Department
Provide Student Assistance and Helping Skills
- Serve as a concerned, non-judgmental peer advisor, whose goal is to assist residents in resolving problems
- Treat sensitive information confidentially
- Display interest and sensitivity to the concerns of minority groups
- Be available to assist residents during the week, evenings, and on weekends
- Be knowledgeable about university resources to help students find their fit in the wider campus community
- Perform as a mediator in conflicts among residents and/or staff, within the limits of personal capabilities
- Educate residents on conflict resolution skills and mediate group conflicts
- Identify and assist residents with personal, social, academic, or health related concerns
- Communicate with supervisor regularly about discipline, activities, and the hall community
- Treat residents fairly and impartially
- Refer students when necessary to University and Community resources

Respond to Safety/Security, Student Crisis and Other Emergencies
- Understand crisis protocol and respond appropriately when emergencies arise within the community (e.g. fire alarm, medical emergency, flood, etc.)
- Respond positively to crisis situations
- Fulfill duty rotations responsibility
- Confront and document policy violations in a timely manner
- Attend judicial hearings if requested by hearing officer
- Be familiar with the building/community fire alarm system and familiarize students with building evacuation and other emergency procedures
- Regularly report repair requests that effect the safety and security of residents (i.e. stairway breezeway lights, damage to door lock mechanisms, etc.)
- Educate students on the safety and security guidelines
- Access to desk and key codes is a serious responsibility. Careless use, misuse, or loss presents a real threat to the security of the building and student safety. Misuse or loss of desk, master keys or student room keys will result in position termination and/or restitution. Upon termination of the grant in aid position, final paycheck may be withheld until all keys are returned.

Encourage Student Responsibility
- Respond in a positive and helpful manner when confronted with behaviors or infractions that disrupt the environment
- Understand and educate residents about University and Housing policies and regulations outlined in the code and housing contract
- Communicate to students the community standards of behavior to create an environment characterized by respect and ethical decision-making
- Make referrals to your supervisor regarding any individual or incident which needs prompt attention

Administrative Tasks
- Complete administrative tasks in an accurate and timely fashion
- Attend assigned meetings
- Disseminate routine information to residents (e.g. campus flyers, closing information, recruitment information, assessment/surveys, etc.)
- Complete facilities condition reports as necessary for residents who check-in, check-out, community common areas, and Health and Safety checks
- Assist with hall openings and closings
- Play an active role in the initial check-in process and then the closing check-out processes
- Respond to parent/student concerns; refer difficult cases to appropriate personnel
- Follow office and security desk procedures
- Provide desk coverage as needed

Collaborating with Learning Communities (if applicable)
- Support the planning and implementation of programming for the Learning Community
- Attend Stakeholder Meetings with Academic Partners
- Collaborate with students to provide programs based on the needs and theme of the Learning Community
- Abide by the Departmental and Supervisor’s expectations of student staff with Learning Communities

Academic Requirements
- Maintain at least a 2.75 GPA (cumulative and semester) and remain in good and full-time standing at Saint Louis University. Should a Resident Advisor’s cumulative grade point average fall below 2.75, while the semester grade point average is 2.00 or above, the RA may be placed on probation for one semester. The RA will develop an academic improvement plan with their supervisor. At the end of that semester, the grade requirement must be met. If the semester grade point average is ever below 2.00, the RA will result in the loss of your position.

Mandatory Trainings and Time Commitments
- 20 hours per week assisting on RA-related meetings and activities.
- RA’s are selected for a FULL academic year, August 2012 to May 2013. There should be no interruption for Study Abroad, Student Teaching, internship, etc. Any student that has accepted an RA position that is not able to fulfill this full term for personal or disciplinary reasons will not be eligible to apply until the next academic year process (selection for 2014-2015).
- Re-appointment will be made on a year-by-year basis. Every spring there will be performance evaluations conducted to determine whether an RA should continue in the position for the following year.
- All training sessions are considered mandatory. This includes early arrival for August and January training periods as identified by the Important Dates list. Failure to be present for or attend any portion of Fall (August) or Winter (January) training will result in loss of the RA position.
- Attend and participate in all departmental and in-community training, development sessions, in-services, and workshops
Perform duties beyond stated residential hall closing times at the end of each semester to coordinate building openings and closings as identified by the important dates list.

- RAs may need to have the same flexibility with their schedules during break periods such as Thanksgiving, Winter, Spring break, etc. RAs must remain in the community until all students have left for the break period and return before all students to open the community after a break period. RA’s may need to assist with duty coverage over University breaks and/or holidays.
- Thursday evenings are designated as “Res Life Night.” RAs attend staff meetings and in-services these evenings. Thursday evenings therefore need to be free of any other commitments from 6-9pm. New RAs their first semester will also attend a 6-8 week course (the “RA Class”) that provide continuing education.
- Provide two- five hours per week at the security desk, serve as an alternate for open shifts and/or to serve in the event a desk worker does not show for their assigned shift.
- Participate in student staff selection process.
- Participate in area programming committees and collaborals as needed.
- External activities with other organizations or holding a job is acceptable, but they must be approved by your supervisor, and outside jobs or activities are limited to a maximum of 10 hours/week. If these activities consistently take you away from your RA responsibilities, you will have a discussion with your supervisor.
- RAs may not serve as the president/chair of any “governing/decision-making” student group which includes RHA or SGA. The reason why a RA cannot serve in one of these positions is because it could become a conflict of interest because the group makes decisions that directly affect the RA position. Specifically they make decisions about what type of funding a RA or hall can receive. If you are considering running for an officer/chair position on campus, you will need to discuss this with your supervisor to see if your schedule allows time to do this and the RA position.
- Frequently, members of the Housing and Residence Life student leadership staff are involved in many facets of campus life, leadership, sports, and work. The RA position demands a significant time and energy commitment that should not detract from student academic performance. Certain leadership positions on campus may be a conflict of interest with the RA position or take too much time to also balance the RA’s responsibilities. Additional involvement must be approved by his/her supervisor. Significant time commitments such as full internships, student teaching, etc. are not allowed.

Other Expectations and Requirements

- Be a residential student. All students will be required to sign a Residential Housing Agreement for a full academic year if selected.
- RAs must have a cell phone, with voicemail, and provide the Department with this number. While on duty, RAs will be provided with either a pager or Nextel for the night.
- RAs must be a positive role model through personal example and demonstrate a commitment and pride for Saint Louis University and Housing and Residence Life through respectful language and behavior.
- RAs must uphold and abide by all Housing and Residence Life, University, federal, state and local regulations and policies.
- Demonstrates the willingness to complete other reasonable tasks requested by the supervisor and other departmental professional staff.

Accountability for and Termination of the Grant-In-Aid Agreement

1. RAs are directly supervised by the Residence Hall Coordinator and indirectly by the Assistant Director in their building/area.
2. RAs are expected to communicate frequently with their supervisors regarding information about their residents, incidents in the building and all other information pertinent to the department.
3. A written warning or probationary period of a determined length will be assessed towards any RA who is failing to meet the minimum requirements of the Grant-in-Aid position. The RAs direct supervisor will determine the period and length of the probationary period.
4. The RA’s grant-in-aid and award may be terminated immediately at the discretion of Housing and Residence Life if the RA fails to meet a significant expectation. Examples would include entering the student judicial process, breaking the law, failing to maintain the minimum GPA, and endangering the safety and well-being of the resident(s), etc.
5. Additional information is available in the Grant-In-Aid discipline process.

Remuneration

- Credit for a room or apartment space on the RA’s student account;
- $200 per semester in Billiken Bucks;
- Stipend of $1000 per academic year made in ten (10) monthly installments.

Agreement

1. I hereby agree to participate in the above Grant-In-Aid relationship between the Resident Advisor and Saint Louis University.
2. I acknowledge that the failure to fulfill the conditions of the above Grant-In-Aid agreement will be considered grounds for termination of the Grant-in-Aid award.
3. I agree to abide by all University rules and regulations including those set forth in the Expectations for Grant-In-Aid Recipients attached to this Agreement.
4. This agreement is effective during the 2012-2013 academic year.

BY: __________________________________ DATE: __________________________
Resident Advisor

BY: __________________________________ DATE: __________________________
Supervisor

BY: __________________________________ DATE: __________________________
Assistant Director
Saint Louis University prohibits discrimination based on race, color, sex, national origin, religion, age, disability, or veteran status. In addition, based on our Catholic values and tradition we are committed to protecting the dignity of each person and therefore extend our non-discrimination policy to include sexual orientation. All University policies, practices, and procedures are administered in a manner consistent with our Catholic Jesuit identity.

11/13/11