

## Resident Assistant Position Description

**Position Description:** The Resident Assistant (RA) is a live-in paraprofessional who has administrative and programming responsibility for a wing or building section of students in either Johnson Hall or Oak Street Hall. The Resident Assistant reports directly to the Residential Life Coordinator, but has responsibilities for working with the Assistant Residential Life Coordinator for specific parts of their position (programming, educational and wellness functions, and other activities). The expected average time commitment for the position is 20 hours per week.

### R.A. responsibilities include:

- Maintaining a community atmosphere that is conducive to student social and academic success.
- Serving as a resource to residents. This may include making referrals for campus services, facilities, or activities, sending students to academic advisors, and making them aware of other UMKC personnel, functions, facilities, and activities.
- Working with students who have conflicts or problems (i.e. roommate conflicts, homesickness, adjustment to school, etc.) and knowing when and where to refer students experiencing problems.
- Maintaining a presence in the building and being available to students.
- Planning educational, social and recreational programs for residents of wing and hall.
- Enforcement of University and Residential Life policies.
- Conduct/incident intervention. The RA is usually the first staff person to confront conduct infractions or assist with emergencies.
- Administrative activities related to the operation of their building, including but not limited to processing work orders, on-call duty, duty at desk/office, giving tours to prospective students, turning in reports, processing check-ins and check-outs, etc.
- Act as liaison between residents and Residential Life administration.
- Attend weekly staff meetings.
- Supporting the building Residential Hall Association (RHA) through meeting and event attendance and committee leadership.
- Be willing to accommodate students in overflow housing situations
- Other duties as assigned.

**Remuneration for RA:** Residential Life scholarship, which covers the cost of your room and a meal plan