



**Job Title:** Resident Assistant

**Worker Type:** Student

**Normal Work Schedule:** part time, varies

### **Job Summary**

The Resident Assistant (RA) is a part-time (average of 20 hrs/week), student staff member of the Department of Residential Life at Florida Polytechnic University. The RA is selected and trained to be a vital resource to students, and to be sensitive to the academic, emotional, and social challenges facing college students, particularly those involved with the normal adjustments to residence hall living. The RA plays an important role in assisting residents with a seamless transition into the University community and work to provide opportunities for residents to get involved while living on-campus. The RA lives in a designated residence hall room and works with approximately 30-50 residents. The RA position contains structured time such as office hours and on-call responsibilities but is a very flexible time commitment based on the RA's class schedule and community needs, with many RA responsibilities occurring during the evening and weekends.

### **Responsibilities**

- *Community Development*
  - Identify both individual and community needs.
  - Develop learning outcomes to help facilitate an educational strategy (Intentional Interactions, Educational and Community Builder programs, Community-Wide events, campus partner programs, floor programs, etc.) to meet the needs of that individual and/or community.
  - Coordinate fun and educational programming, activities, and events for the community.
  - Use creative methods to make programming, activities, and events appealing and relevant to residents.
  - Complete assessment (planning and post-program/event forms) to ensure learning and community needs are met.
  - Hold floor meetings when necessary and instructed by the Residential Life and Student Experience Coordinator and/or Residential Life designee.
- *Resource for Students*
  - Trained to be sensitive to the academic, emotional, and social challenges facing college students, particularly those involved with the normal adjustments to residence hall living.
  - Disseminate information to students regarding on and off campus resources to assist residents' academic, emotional, and social needs.
  - Resolve roommate conflicts when necessary in collaboration with the Residential Life and Student Experience Coordinator and/or Residential Life designee.
- *Academic and Student Success*
  - Model positive academic behaviors and keep academics as a priority.



- Create a floor/residential community conducive to academic success and studying (enforce quiet/courtesy hours, encourage study groups, provide residents academic resource, etc.).
- Engage in academic success interventions and intentional one-on-one conversations with residents consistent with departmental requirements and learning outcomes.
- Understand and know university academic support services/resources and refer residents when necessary.
- Identify and offer assistance to residents with academic needs.
- Provide opportunities for residents to interact with faculty members.
- Collaborate with and encourage the use of the Academic Success Center (ASC) and the tutoring staff.
- ***Build Relationships with Each Resident***
  - Learn residents' names and greet them by name to create belonging.
  - Engage with residents on a regular basis.
  - Invite residents to be involved in floor and community programs, activities, and events.
  - Be visible and accessible to all residents and members of the residential community.
  - Refer residents to other resources (university faculty and staff, counseling and CARE Services, campus partners, on or off campus programs, and other departments).
  - Encourage involvement and participation in the residential student leadership.
- ***Crisis Intervention and Response***
  - Understand that RAs are mandatory reporters of student incidents and emergency situations for the University.
  - Assist residents with conflicts, participate in mediations, and encourage conflict resolution.
  - Identify and respond appropriately to student concerns dealing with situations, such as violence, bias, sexual assault, suicidal ideation, depression, anxiety, domestic disputes, etc., and work with the Residential Life and Student Experience Coordinator and/or Residential Life designee to resolve them.
  - Understand and know all departmental crisis protocols, guidelines, and procedures.
  - Maintain appropriate confidentiality while assisting Residential Life and University staff during a crisis or emergency.
  - Foster a sense of care and compassion when responding to students in crisis and follow up with residents regarding crisis situations.
  - Know appropriate resources and refer students during and after crisis situations.
  - Immediately report dangerous or life-threatening student behaviors to the Residential Life and Student Experience Coordinator and/or Residential Life designee for appropriate and timely intervention.
- ***Enforce Policies and Standards***
  - Uphold and enforce community standards and university policies and have the authority to confront residents or guests in violation of these policies.

- Report any and all policy and community standard violations through appropriate reporting system.
- Inform students about university norms and expectations.
- *Facilities, Operations, and Administration*
  - Staff the main desks periodically, during evenings and weekends, to ensure a positive and welcoming customer service-oriented environment to all residents.
  - Serve on-call during evening and weekend hours, and some holidays and University closures, to ensure safety and security of all residents.
  - Report maintenance concerns or assist residents in how to report their concerns in the same day.
  - Submit well-written, timely duty logs and incidents reports as described and instructed by the Residential Life and Student Experience Coordinator and/or Residential Life designee.
- *Work with Team*
  - Serve on Residential Life committees.
  - Participate in community or department initiatives such as staff recruitment and selection, staff training, partnership programs and events, and department or community specific committees/teams/collateral assignments as directed by the Residential Life and Student Experience Coordinator and/or Residential Life designee
  - Operate as one member within a larger staff and team.
  - Work closely with other staff teams when needed and as directed by the Residential Life and Student Experience Coordinator and/or Residential Life designee.
- *Other Duties as Assigned*
  - Perform and follow through with any other appropriate task and/or duty as asked of you by any Residential Life Professional Staff.

### **Conditions of Employment**

- Actively participate in and attend all mandatory Fall/Spring training programs and sessions. All training dates will be provided to applicants during the Resident Assistant selection and interview process. Please note, all training dates are subject to change.
- Actively participate in and attend all mandatory staff meetings and in-service meetings. Please note, all staff meetings and in-service meeting dates are subject to change.
- Report regularly to your supervisors – Community Director, Residential Life and Student Experience Coordinator, and/or Assistant Director for Residential Life and Student Experience.
- Serve periodically as designated “on-call” staff member. Must be able to serve, including but not limited to, during Holidays, when classes are not in session (Thanksgiving Break, Winter Break, and Spring Break), Weekends, and University recognized closures and events.
- Participate in systematic evaluation of job performance.
- Be on campus when the Residence Halls are open unless prior approval from the Residential Life and Student Experience Coordinator and/or Residential Life designee has been given for an extended absence (e.g. weekend leaves, vacations, planned trips). Resident Assistants can



expect to stay longer and return earlier from school breaks to prepare to (re)open the residence halls. Resident Assistants may be asked to be on call during special events held by Florida Poly.

- Resident Assistants are expected to give priority to their job responsibilities over extra-curricular activities and other employment. Prior approval must be obtained from a Residential Life and Student Experience Coordinator and/or Residential Life designee for extracurricular activities, other employment, and academic internships.
- Additional employment is prohibited unless prior approval is received from your Residential Life and Student Experience Coordinator and/or Residential Life designee.
- Per University policy [FPU-3.0101P](#), All students with on-campus housing contracts, including Resident Assistants, are required to purchase a Residential Meal Plan during each fall and spring semester in which the student resides on campus. Meal plan memberships and options can be found at <https://new.dineoncampus.com/FLPoly/meal-plan-memberships>.

### Qualifications

- Must be currently enrolled as a **full-time student** at the Florida Polytechnic University.
- Must have completed a minimum of one year living on campus prior to starting the position.
- Must have attended Florida Polytechnic University for at least one academic year by the start of the following Fall semester.
- Must be in and remain in good academic standing.
- Must maintain a 2.5 cumulative GPA and a 2.25 semester GPA or greater per the Department of Residential Life policies.
- Must be on campus during the entire academic year (Fall and Spring semesters).
- Must be in and remain in good standing with the Student Code of Conduct.
- Must have a passion for working with a diverse student population and relate well to a wide variety of individuals and groups.
- Must be willing to acknowledge diversity issues in their community, advocate for diverse students' needs, and educate others about diversity topics.
- Must possess strong critical thinking and problem-solving skills, time management skills, communicate effectively, have a positive attitude, and provide superior customer service.
- Must actively participate in and attend all Fall/Winter/Spring training programs, all training session, and all staff meetings.
- Successfully complete a background check.