Position Title: Resident Assistant

Open Date: February 8, 2021

Department: Housing & Residence Life

Close Date: February 15, 2021

Stipend: $350/month for the duration of employment

Work hours Per Week: Approximately 20

Description:
The Resident Assistant (RA) is an undergraduate part-time student staff member of Housing & Residence Life and a member of the University’s Office of Campus Life. The RA fulfills a vital role in the residence hall community by helping students integrate learning experiences gained from both inside and outside of the classroom. The primary function of the RA is to facilitate interpersonal relationships and to create living communities that maximize the opportunities for students to learn and grow.

The RA reports to the Community Director (CD) and is expected to work closely with other staff members (other RAs, Desk Receptionists, Program Associates, etc.) within the building, as well as across campus.

This is a 10-month live-in position from August 2021 through May 2022.

Important Dates
- Fall Training – Late July – Early August.
- Fall 2021 arrival – Late July – Early August.
- Spring Training – Early January
- Spring 2022 arrival – Early January

*Staff are required to be present and participate in all RA training and opening dates.
*Final dates are subject to change upon position acceptance and local COVID-19 compliance regulations.

Minimum Requirements:
- Full time enrollment as an undergraduate student (minimum 12 credits and a maximum of 17 per semester.
- 30 completed credit hours by the start of employment.
- Complete two semesters of full-time undergraduate education by the start of employment.
- One (1) semester living in residence at American University.
  - Important Note: This requirement has been waived for the 2021-2022 academic year.
- Cumulative GPA at or above 2.75, and term GPA at or above 2.75 (GPAs must be maintained from the date of application until the date of separation).
- All applicants must attend either a live information session or online information session, which can be found on the Leadership and Employment page on the Housing and Residence Life website prior to completing the application on AsuccessfulU.

Areas of Focus
The RA position cannot be easily translated into hours worked per day or week because RA responsibilities are determined by the needs of the residents and the larger residential community. The RA position should be the priority after attending class and fulfilling academic responsibilities. The RA role requires flexibility to support a sometimes unpredictable environment.

Key Time Commitments:
American University
Housing & Residence Life

1. **Academic**
   a. If a Resident Assistant wishes to drop below the minimum credit hours, they must receive written permission from the Director of Residence Life in order to retain the RA position.

2. **Community Engagement**
   a. Serve as the leader in developing and facilitating an environment on the floor in which students can grow and learn socially as well as academically.
   b. Resident Assistants will plan and implement learning opportunities for residents for the floor/building as required by their supervisor.
   c. Develop connections with each student living within their community.

3. **Emergency Response**
   a. Resident Assistants assist in the event of large-scale building or community concerns. RA duty responsibilities entail staying in the residence hall to be accessible, completing community rounds to maintain the safety and security of the building, and responding to any issues or needs.
   b. RAs are required to serve on duty during university breaks and holidays: this includes Fall Break, Thanksgiving Break, and Spring Break. The RA on duty must be available from 8pm-8am on weekdays, and from 8am-8pm on weekends or during unexpected university closures.

4. **Opening & Closings of Residence Halls**
   a. The RA is required to help prepare for check-ins, checkouts, openings, and closings. RAs are expected to assist with these duties prior to and at the conclusion of the fall and spring semester.

5. **Desk Receptionist**
   a. Resident Assistants are required to serve 3 hours each week as a Desk Receptionist in their assigned community without additional compensation. RAs are permitted to work up to 7 additional hours each week for compensation.

6. **Training**
   a. Resident Assistants are required to participate in scheduled online or in-person trainings prior to the start of the fall and spring semesters. RAs are also expected to participate in ongoing development through in-service meetings.

7. **Meetings**
   a. Resident Assistants are required to attend weekly staff meetings occurring on Tuesdays from 8:30pm-10:30pm. RAs are not permitted to schedule classes or other commitments during this time. RAs are also expected to participate in biweekly one-on-one supervisory meetings.

8. **Outside Involvement/Employment**
   a. After academic commitments, the RA position will be the staff member’s first priority. Housing and Residence Life, in consultation with the RA involved, reserves the right to limit time commitments that may interfere with their job performance. Outside commitments include other student leadership/organization positions, additional jobs, non-academic credit internships, etc.
   b. Resident Assistants are permitted to maintain outside commitments of up to 16 hours/week while serving in the RA position. Additional AU employment cannot exceed 7.75 hours/week. Academic student internships are limited to three (3) credits per semester.
   c. Prior approval is required for participating in other University Leadership positions (e.g., Orientation...)

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Coordinators/Leaders, Student Government, etc.). Due to conflicting responsibilities, RAs are not permitted to be elected or appointed members of the Residence Hall Association.

d. RAs will submit in writing and discuss in detail their expected outside commitments prior to the academic year and throughout their employment.