Position Title: Resident Assistant

Open Date: December 13, 2019

Department: Housing & Residence Life

Close Date: January 16, 2020

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 Coordinator, Desk Receptionists, Program Associates, etc.) within the building, as well as across campus.

This is a 10-month live-in position from August 2020 through May 2021.

Important Dates
  o Fall 2020 arrival – August 3 beginning @ 5 PM | Fall 2020 departure – December 15 @ 5 PM
  o Spring 2021 arrival – January 1 beginning @ 5 PM | Spring 2021 departure – May 18 @ 5 PM
  *final dates are subject to change upon position acceptance

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.
  • 1 semester living in residence at American University.
  • 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 complete an in-person or an online information session accompanied and questionnaire. The questionnaire will be distributed via Blackboard to all applicants upon the close of the application on January 16, 2020.
    o In order to be considered for an interview all applicants will need to complete the questionnaire by January 20, 2020 at 11:59PM.

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 include:
American University
Housing & Residence Life

I. 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.

II. Duty
   a. Duty entails 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. 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.

III. 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.

IV. 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.

V. Training
   a. Resident Assistants are required to participate in scheduled online and 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.

VI. 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.

VII. Outside Involvement/Employment
   a. Resident Assistants must consult with their supervisor regarding outside involvement/employment.