

Alvernia Opportunities for Leadership

Position Description 2017-2018

Position: Resident Assistant

Description: Resident Assistants (RAs) are members of the Residence Life staff selected on the basis of leadership, character, and the ability to relate well with others. Reporting to the Resident Directors, Resident Assistants are responsible for the supervision and community development of a residence hall area. Resident Assistants are expected to be mature individuals who exert a positive influence on the members of their community. They are also expected to be concerned, responsible individuals who are enthusiastic and have a positive outlook towards Alvernia University.

Resident Assistants are assigned to live-in with a community of students in the following areas: freshman, transitional, or upper class. RAs serve as a role model for other students and staff by following and enforcing University policies set forth in the Student Handbook and act in accordance with Alvernia University's mission and values. They spend time in their community and get to know their residents personally and help to set standards for living and sharing spaces.

Resident Assistants are responsible for planning a number of program (events) for their assigned area according to the programming model assigned to their area. RAs must submit forms to their supervisor before the program occurs and after it is completed. RAs must participate in staff meetings in their area every other week and individual meetings with their supervisor every other week. RAs also work 2 hours per week at the Veronica Hall Information desk.

RAs serve as an on-duty staff, available in the residence halls between 8:00 p.m. and 8:00 a.m. as scheduled. Duty rounds consist of walking through each building, checking for policy violations, emergency and health and safety situations. RAs are required to respond to any situation occurring within all residence halls, calling for appropriate professional staff when needed. Resident Assistants are expected to stay on campus in their assigned residence hall room. RAs are permitted to have four nights off per month, which must be approved by their supervisor.

Benefits: Resident Assistants develop and enhance many marketable skills frequently sought by employers. Those skills include organizational and time management, communication, decision-making, leadership, conflict management, diversity awareness and crisis intervention. Resident Assistants also develop self-confidence, establish social networks, and realize that they can make a difference in the lives of many Alvernia students and community members.

Residence Hall room and board (meal plan) plus a stipend at the end of each semester

Requirements:

- Be in good academic & disciplinary standing with the University. Resident Assistants are required to have a GPA of at least 2.5 at the time of hire.
- Complete and submit the attached [AOL Application](#) by February 10th.
- Participate AOL Mega-Selection Interview Day on Sunday, February 26th from 8am-5pm
- Participate in all AOL Mega-Training on Friday, April 7th – Sunday, April 9th (more details will come soon, but please reserve that weekend to be on campus)
- Attend Residence Life Staff Training, which occurs approximately 2 weeks prior to the beginning of the fall semester and 1 week prior to the beginning of the spring semester
- Participate in activities relating to New Student Orientation on Thursday, August 24th through Monday, August 28th, 2017.