



RESIDENT ASSISTANT (S93051)

OVERVIEW:

The Resident Assistant (RA) is responsible for a community in one of the Residential Living and Learning operated buildings on the Deland campus of Stetson University. Reporting to a Residential Life Coordinator (RLC), the RA has several areas of responsibilities: community & student development, general administration, social justice, maintenance & facility administration, and to the staff team. Through daily interactions with residents, it is the RAs responsibility to create a safe and secure environment that supports the educational mission of the university and personal development of students. RAs employed by Stetson University need to have a strong understanding of what it means to live in, take part, and cultivate a strong community atmosphere within their specific residence hall assignment. RAs must know, understand, and adhere to all university and departmental policies and regulations.

Duties and Responsibilities:	Critical Thinking	Professionalism	Teamwork	Communication	Technology	Leadership	Career & Self-Discovery	Equity & Inclusion
Gets to know the residents in the building(s) and is able to identify and address the needs of the community	●			●		●		●
Helps maintain an atmosphere in the hall conducive to studying and sleeping while supporting student involvement	●	●						
Makes a meaningful effort to consistently create a civil and respectful atmosphere on the floor	●					●		●
Provides intervention in crisis situations which may include but are not limited to roommate conflicts, personal problems, and possible mental health concerns	●	●	●	●		●		●
Serves as a mandatory reporter in many incidents including but not limited to physical/mental health, sexual assault and/or violence	●	●		●				●
Addresses inappropriate behavior, documents policy violations, and provides essential information as appropriate	●			●		●		●
Mediates conflict between residents appropriately and addresses conflict in close communication with supervisor	●	●				●		●
Follows departmental procedures for reporting housekeeping, maintenance problems and follows up to see that these requests have been completed	●	●						
Identifies and investigates any damage to the building and reports it to their supervisor immediately in addition to offering suggestions for community enhancement	●	●	●	●	●			
Coordinates and implements programs in the hall as outlined in the community development model	●	●	●					
Supports departmental policies and decisions and is able to articulate them positively to residents		●		●		●		
Participates in both planned and spontaneous activities within the community and university at large		●	●			●		●
Assists with the check-in and checkout procedures of residents throughout the year as well as other responsibilities including but not limited to admission recruitment events, health and safety inspections, and traditions events		●	●	●	●		●	
Assists with the opening and closing of the residential facilities and remains until all halls are closed		●	●	●				



Works cooperatively as a part of the team of staff members responsible for the community			●					●
Hold one on one conversations with each resident in designated area in order to complete Hatter Chat during first weeks of school and monthly intentional interactions thereafter		●		●		●		●
Follows-up appropriately with individuals or the floor community following incidents		●		●		●		
Distributes advertisements and university resources to residents in a timely manner		●		●				
Maintains open communication with building housekeepers and their direct supervisor concerning maintenance and housekeeping requests	●		●	●		●		
Checks their university email address on a consistent basis in order to receive and reply to information from supervisor and/or Residential Living and Learning		●			●			
Sets an example through their own behavior and is available and visible in the community		●	●			●		
Is known by residents as an approachable and resourceful staff member		●		●		●		
Actively facilitates a positive living and learning environment in the RAs assigned area		●	●	●		●		●
Participates in a leadership assignment that enhances the operations of Residential Living and Learning		●				●	●	
Attends, participates, and engages in all pre-semester training sessions, staff meetings, and 1 on 1 meetings		●				●	●	
Participates in the building/area duty system by completing rounds, documenting policy violations, and responding to resident concerns	●	●	●	●		●		
Responds appropriately to confidential/private matters and refers when appropriate		●		●		●		●
Completes all paperwork accurately and within established timelines including but not limited to regular reports, staff feedback, and program planning forms		●		●	●	●		
Participates in the recruitment and selection of Residential Living and Learning staff		●				●	●	
Provides programming opportunities that challenge residents to broaden their perspectives about those who are different from them	●	●	●					●
Builds open and inclusive environments on the floor that are free from hate, prejudice, and discrimination		●				●		●
Promotes understanding between all students that leads to appreciation of differences regardless of individual identities including but not limited to those in the institutional non-discrimination statement		●		●		●		●
Role models appropriate language use and confronts bias speech		●		●		●		●
Demonstrate a consistent willingness to interact with individuals from different backgrounds, including race, ethnicity, gender, gender identity expression, sexual orientation, socioeconomic status, ability, ideology, religion, and national origin	●	●	●	●		●		●
Empower residents to be accountable for their actions	●	●				●		

Descriptions of the LevelUP Competencies can be found [here](#).

Qualifications:

- Required
 - Enrolled in a degree granting program at Stetson University



- Must have obtained 12 credits at Stetson University by the end of the semester prior to beginning employment. (Credits obtained do not include AP or credits obtained while in high school.)
- Must have a minimum cumulative and term GPA of 2.5 at appointment; then maintained throughout employment
- Must have appropriate conduct standing with Stetson University
- Must have commitment for the full academic year (fall and spring semesters)
- Live on campus during employment and be available to work on weekends
- Available every Wednesday evening from 9:15 p.m. - 11:00 p.m.
- Commitment to justice, equity, diversity, and inclusion
- Desired
 - Experience with leading others or involvement in an organization or team
 - Demonstrated ability to initiate and engage others in individual conversations
 - Able to build comfort in challenging peer attitudes and behaviors
 - Takes initiative
 - Experience with critical thinking and creatively solving problems
 - Able to communicate with and relate to a diverse community
 - Self-motivated to work independently as needed
 - Flexible in living and working in an unpredictable environment

Additional Information:

- Anticipated 10 – 15 hours per week (*varying based on time of year*)
- Limited to work no more than 10 hours per week paid employment and may not exceed 10 hours per week of outside time commitments (including other employment)
- Unable to hold any leadership or work positions that conflict with the RA position description
- Student athletes must have written coach support
- May be required to provide duty coverage over university closings and break periods

Application Process:

We have two recruitment periods. Applications can be found at stetson.edu/ulead during below recruitment periods.

- Traditional Application period is October 1 – December 10 11:59 p.m.
- Seasonal Recruitment period is March 15 – September 15 11:59 p.m.

Visit stetson.edu/ra to learn more. All questions directed to rlandlemployment@stetson.edu.

Position Information:

Department Name: Residential Living & Learning

University Division: Campus Life and Student Success

Department website: www.stetson.edu/housing

Commitment to Justice, Equity, Diversity and Inclusion: <https://www.stetson.edu/administration/housing/diversity.php>

Instagram: @stetsonu.rll

Supervisor Name: Residential Living & Learning

Supervisor Title: Residential Education

Position Number: S93051

Pay Level: Stipend