

RESIDENT ASSISTANT | 2024 - 2025

SUMMARY OF POSITION

Elon University Residence Life employs Resident Assistants (RAs) who serve as community developers, mentors and student leaders within residential neighborhoods. They are responsible for engaging residents in the residential campus experience by fostering a safe and healthy environment that is supportive of the students' personal and academic growth and development. RAs serve in East, Colonnades, Danieleley Center, Global, and Historic Neighborhoods. RAs are integral parts of the Residence Life team.

Fall 2024 – Spring 2025 Employment dates: Tuesday, August 13, 2024 – Friday, May 23, 2025

Check-in to assigned room will begin Saturday, August 10, 2024

Checkout of assigned room by Sunday, May 25, 2025

*More detailed information of employment dates and duties will be outlined in the Staff Agreement and Calendar document.

POSITION RESPONSIBILITIES

The following frames the overarching responsibilities of Resident Assistants for Residence Life at Elon University. RAs can work part-time or hold a part-time internship (up to 10 hours per week during academic year in fall and spring semesters) as approved by the Community Director but must have availability during the day and throughout the week to complete their responsibilities.

COMMUNITY DEVELOPMENT AND EDUCATION

- Maintain a visible presence in the community working directly with students in the neighborhood as a leader.
- Aid in fostering a safe and inclusive environment for all residents.
- Build relationships with residents that foster honesty, integrity, responsibility, and respect.
- Develop and maintain positive interpersonal relationships with each resident through regular outreach to the community and individual intentional interactions.
- Support students in addressing their concerns and actively provide resources to students.
- Meet with residents to assist them in resolving roommate conflicts and other personal challenges.
- Plan and facilitate community and neighborhood-wide programs, events, and initiatives.
- Maintain bulletin boards and neighborhood communication and flyers.
- Actively contribute to the Neighborhood Association and Student Neighborhood Association.

ROLE MODELING AND MENTORSHIP

- Serve as a mentor and leader within the community and actively engage in setting community standards.
- Serve as a role model for students both personally and professionally by knowing and abiding by Elon University policies and procedures and Honor Code.
- Actively work to challenge, guide, and positively impact your residents' Elon experience through care and support.

TEAM MEMBER

- Represent Residence Life, the neighborhood, and the position well.
- Actively participate in training prior to beginning employment as well as throughout the academic year.
- Participate in all staff development, staff meetings, and department meetings, and other related assigned tasks throughout the period of appointment as outlined in the work agreement.
- Participate in the recruitment and selection processes of Residence Life student and professional staff.
- Attend one-on-one meetings with supervisor(s) and weekly staff meetings Wednesday evenings 8-9:30pm.
- Develop and maintain positive relationships and communication with building environmental services staff as well as the Facilities Management staff responsible for building and utilities maintenance.

ON-CALL AND ADMINISTRATIVE RESPONSIBILITIES

- Assume on-call responsibility and neighborhood walks to assist in the safety and security of residents, including serving as a mandatory reporter under Title IX guidelines.
- Complete all required paperwork (on-call logs, incident reports, programming forms, etc.). in a timely manner.
- Assess the condition of furniture in common areas, safety concerns, and maintenance issues while on neighborhood walks. Report concerns as directed.
- Assist in facilitation of occupancy checks, room condition forms, health and safety checks, check-in and check-out procedures and other Residence Life processes.
- Schedule three hours each week in respective neighborhood office to complete administrative and programmatic responsibilities and, if needed, assist supervisors (CD/PA/GA) with neighborhood office tasks.
- Serve as a liaison between Residence Life and residents by communicating pertinent information to residents and relaying any student or facility concerns to supervisor.

LIVING LEARNING COMMUNITY RESIDENT ASSISTANT

Resident Assistants in Living Learning Communities (LLCs) will perform the duties as assigned to all Resident Assistants, however your role within an LLC will require you to work closely with a faculty or staff advisor in the development of the community. The following are additional responsibilities of Living Learning Community Resident Assistants to ensure a seamless experience for LLC residents:

- Maintain communication with the LLC Advisor(s), including the planning, implementation and evaluation of events and activities to support LLC students.
- Support and attend LLC programs including campus-wide Living Learning Community events and initiatives such as the Kickoff event along with LLC recruitment initiatives.

QUALIFICATIONS

The RA position is a student leadership position that requires about 15 hours per week during the academic year (this may vary slightly from week to week and includes three hours of office time per week in the respective neighborhood office). To be eligible for the Resident Assistant position, the student must be enrolled as a degree-seeking student at Elon University and hold a minimum 2.5 semester and cumulative GPA. Previous experience living on campus, student leadership, and sophomore credit status or higher by the time of employment are preferred.

REMUNERATION

Remuneration throughout the time of employment includes the total cost of a single room and a monthly \$200.00 pre-tax stipend August through May*. LLC RAs are also compensated an additional \$25 per month to recognize the leadership involved in the LLC experience. RAs who have served two previous fall or spring terms are also compensated an additional \$50 per month.

*J-Term Remuneration: It is an expectation for J-term that student staff who are remaining on campus are continuing to fulfill the responsibilities associated with their student staff position, including being part of the neighborhood on-call rotation. Staff in Residence Hall Neighborhoods will be paid \$75 per week with at least one on-call shift worked.