

SENIOR RESIDENT ASSISTANT | 2024 - 2025

SUMMARY OF POSITION

Elon University Residence Life employs Senior Resident Assistants (SRAs) as integral members of the Residence Life staff. SRAs work to provide mentorship, leadership, and support as experienced student leaders to their fellow Resident Assistant team and serves as an intermediary to the professional staff within Residence Life. This position is a unique and premier leadership opportunity for previous RAs returning to Residence Life and is critical to the organization, administration, and management within the Residence Life supervision structure.

Fall 2024 – Spring 2025 Employment dates: Monday, August 12, 2024 – Sunday, May 24, 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 Senior Resident Assistants for Residence Life at Elon University. SRAs 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, throughout the week to complete their responsibilities.

SENIOR RESIDENT ASSISTANT RESPONSIBILITIES

- Assist with leading training sessions at the beginning of the year as well as throughout the academic year.
- Mentor a small, assigned group of RAs on neighborhood staff to provide accountability, training and support.
- Advise staff in meeting identified community and staff development goals by meeting with them to discuss their progress, needs and to provide resources.
- Meet with assigned group of RAs and lead sections of Wednesday staff meetings as outlined by supervisor.
- Lead one neighborhood-wide program per semester including assigned faculty as applicable.
- Take lead on collateral assignments such as social media, newsletters, staff development and recognition, staff accountability, administrative scheduling, specialty groups (SNA/Res Life Council) as directed by supervisor.

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.

QUALIFICATIONS

The SRA position is a student leadership position that requires about 20 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). This position should be the SRA's primary leadership experience and executive position. To be eligible for the SRA position, the student must be enrolled as a degree-seeking student at Elon University and hold a minimum 2.5 semester and cumulative GPA. Junior/senior credit status are required at the time of hire. Previous experience living on campus, prior leadership experience, and strong written and oral communication expected; previous experience with Residence Life leadership roles required.

REMUNERATION

Remuneration throughout the time of employment includes the total cost of a single room, a 300-block meal plan, and a monthly \$200.00 pre-tax stipend August through May*. LLC SRAs are also compensated an additional \$25 per month to recognize the leadership involved in the LLC experience. SRAs 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.