

# RESIDENCE LIFE RESIDENT ASSISTANT | 2024-2025

## RESIDENT ASSISTANT (RA) POSITION DESCRIPTION

### SUMMARY OF POSITION

Elon University Residence Life employs Resident Assistants (RAs) who serve as community developers, mentors and student leaders within residential neighborhoods. RAs 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, Danieley 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.

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## 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.

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## RESIDENT ASSISTANT (RA) STAFF AGREEMENT

By completing this form, you are accepting the staff position description, agreeing to all responsibilities, and fulfilling all dates and eligibility as conditions of your employment. Refer to the position description and the Student Staff Manual provided during training for the full description of duties.

### AGREEMENT DATES & EVENTS

In general, RAs & SRAs must have no other commitments that conflict with the dates and times (where applicable) below, including but not limited to, during opening and closing of breaks, trainings throughout the year, and other designated University events. This requires that staff stay late and return early at break periods to assist with on-call coverage, procedural tasks and more. Failure to uphold responsibilities on these dates will result in referral to the Accountability Model and sections in the Student Staff Manual regarding these time periods. Although we make every effort to provide all responsibilities in advance, we do reserve the right to add tasks as needed, subject to change.

Period of Employment: August 12, 2024 - May 23, 2025 \_\_\_\_\_ (initial)

Important Contract Dates				
Initial	Event	Date	Time	Notes
	Student Staff Meetings	Wednesdays - Weekly	8pm-9:30pm	In Neighborhood
	Individual 1:1s w/ supervisor	Scheduled with your supervisor	Varies	
	M-F on-call 5pm-8am Saturday & Sunday on-call 24/7	Scheduled with staff and supervisor beginning May 31, 2024	Varies	
	Neighborhood Wide Programming *Participating & assisting mandatory; dates communicated by Supervisors	Throughout year	Varies	
	RA & SRAs begin move in	Saturday, August 10, 2024	10am	
	AM & SRA Training Day	Monday, August 12, 2024	9am-5pm	Move in by start of training
	All Student Staff Training/Office Hours	August 13-22, 2024	All day	Training schedule provided in August
	First-Year Student Move-in	Friday, August 23, 2024	All day	Supervisors will detail your shift start time
	Returning Student Move-in	Sunday, August 25, 2024	All day	Supervisors will detail your shift start time
	Orientation Meetings & Event Assistance (Late Night in Neighborhood Events)	August 23-26, 2024	Evenings	Student staff programming

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Hall/Floor/Building Meeting & Events	August 25-28, 2024	TBD	
Welcome Back Event	August 28-September 4, 2024	Evening	
Fall semester Occupancy checks completed in THD	Thursday, August 29, 2024	All day	
Roommate Agreements due	Monday, September 2, 2024	5pm	
All-Staff Meeting	Wednesday, September 11, 2024	8-9:30pm	Health & Safety
Health & Safety Checks	September 16-20, 2024	10am-8pm daily	
RA/AM application for new staff opens	Wednesday, October 2, 2024	9am	Application on Phoenix Connect due 10/25 12pm
Fall Break*	October 9-13, 2024	All day	Halls remain open - staff on call entire break
Student Staff Intent form opens	Monday, October 14, 2024	9am	Due by 10/18
All-Staff Meeting	Wednesday, October 16, 2024	8-9:30pm	RA/AM applicant interview process
Fall Maroon Moments Due	Friday, October 18, 2024	12pm	
Returning Student Staff interviews for new positions	October 21-25, 2024	By individual appointment	
New RA/AM Applicant Individual Interviews	October 31-November 1, 2024	9am-12pm; 1:30-4:30pm	Staff should expect to participate in interviews
Current Student Staff Evaluation Period	November 11-29, 2024	TBD w/ supervisor	
All-Staff Meeting	Wednesday, November 20, 2024	8-9:30pm	
Thanksgiving Break Earliest Approved Staff Leave	Saturday, November 23, 2024	12pm	Halls close 10am
Thanksgiving Break	November 23-30, 2024	All Day	
Current Supervisor Evaluation by Student Staff	November 25-December 13, 2024	5pm	

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Staff on-call return from Thanksgiving Break	Sunday, December 1, 2024	By 8am	Halls reopen 10am, on-call resumes 8am
Remaining Student Staff return from Thanksgiving Break	Monday, December 2, 2024	By 8am	
Finals Week/No Office Hours	December 9-13, 2024	All day	Halls close 10am 12/14
Residents not returning to housing for Winter & Spring Check Out	Saturday, December 14, 2024	10am	Winter Break Earliest Approved Staff Leave 12pm
Student Staff Return from Winter Break	Thursday, January 2, 2025	By 8am	Halls reopen 10am; on-call resumes 8am
Residence Life Open for Winter Semester Check-in	Thursday, January 2, 2025	9am-5pm	Neighborhood offices open/staffed
Student Staff Training for New Hires Only	January 6-7, 2025	8:30am-5pm	Two half-days
Residents not returning to housing for Spring Check-out	Saturday, January 25, 2025	10am	
Student Staff working Fake Break Return	Saturday, January 25, 2025	8am	Plan to work to close spaces the entire break
Fake Break*	January 25-29, 2025	All Day	Halls remain open - staff on-call through break
Student Staff Return from J-term	Tuesday, January 28, 2025	8am	
Residence Life Open for Spring Semester Check-in	Tuesday, January 28, 2025	9am-5pm	Neighborhood Offices open/staffed
Student Staff Training for New Hires Only	Wednesday, January 29, 2025	8:30am-5pm	
Hall/Floor/Building Meetings	January 30-February 5, 2025	Evenings	
Spring semester Occupancy Checks in THD	February 1-5, 2025	All Day	
All-Staff Meeting	Wednesday, February 5, 2025	8-9:30pm	Housing Selection Info

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All-Staff Meeting	Wednesday, March 5, 2025	8-9:30pm	Health & Safety Info
House Manager Interview Process	March	TBD	You may be required to assist with at least one shift
Health and Safety Checks	March 3-7, 2025	10am-8pm daily	
Spring Maroon Moments Due	Friday, March 14, 2024	12pm	
Spring Break Earliest Approved Staff Leave	Saturday, March 15, 2025	12pm	Halls close 10am
Spring Break	March 15-22, 2025	All Day	
Staff on-call return from Spring Break (Easter)	Sunday, March 23, 2025	8am	Halls reopen 10am; on-call resumes 8am
Remaining Student Staff return from Spring Break	Monday, March 24, 2025	8am	
Current Student Staff Evaluation Period	March 31-April 11, 2025	TBD w/ supervisor	Mid-years and staff with needs improvement or below expectations
All-Staff Meeting & All Fall 2024 Staff Onboarding	Wednesday, April 16, 2025	8-10pm	Closing items & new Fall staff invited
End of Year Banquet	Wednesday, May 7, 2025	7:30-9:30pm	
Finals Week/No Office Hours	Wednesday, May 14-19, 2025	All Day	
Residence Halls Close	Wednesday, May 21, 2025	10am	Seniors permitted to stay in halls til Saturday 5/24
End of Year Res Hall Closing	May 21-24, 2025	Varies	Commencement 5/23 *Student staff working to close neighborhoods
End of RA/SRA Employment	Sunday, May 25, 2025	12pm	

### **\*Fall Break & Fake Break**

Half of the student staff in individual neighborhoods will work each break period and be expected to remain on campus and present within their respective neighborhood for the duration of that break. The Community

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Director and/or Graduate Apprentice will determine the schedule in August. All staff will be expected to work at least one of the breaks. Student staff going abroad in Jterm or Spring, not returning for Spring, or participating/assisting with sorority recruitment should work Fall Break instead of Fake Break. Please notify your supervisor well in advance.

## LIVING LEARNING COMMUNITY RA (LLC RA)

Resident Assistants in Living Learning Communities will perform the duties as assigned to all Resident Assistants. In addition, LLC RAs will also work closely with the faculty or staff advisor of the respective LLC to assist in the development of the LLC. Please see the job description for the details of responsibilities.

Name of LLC: \_\_\_\_\_

Initial	Event	Date	Time	Notes
	LLC Kick Off	TBA	TBA	
	Meet with Advisor	Varies throughout Semester	TBA	
	I understand the additional responsibilities of supporting an LLC as the RA of the community			

## ELIGIBILITY

### GPA Requirements

- RAs/SRAs must be enrolled at Elon University as a degree-seeking student.
- RAs/SRAs must have a minimum cumulative GPA of 2.5 at the time of appointment. RAs/SRAs will not be reappointed if their cumulative GPA falls below 2.5 and/or they have two consecutive semesters with a semester GPA below 2.5. Failure to meet the minimum GPA requirements may result in academic probation and/or job termination.

### Outside Commitments

- Student staff are limited to 10 hours a week of additional employment, internships, and extra-curricular involvement. All additional employment and internships must be approved by your supervisor. (Exceptions can only be made in advance with individual approval by the Supervisor, including full-time internships and practicum.)

### University Honor Code and Policies

- Student staff must be in good conduct standing with the University to be employed with Residence Life

### Position Appointment

- The RA/SRA appointment is for the current period of employment. Renewal of appointment is based upon job performance, performance evaluations, and returning application and interview.

## REPRESENTATION OF RESIDENCE LIFE & ELON UNIVERSITY

### Confidentiality

- Residence Life student staff members will have access to confidential information by nature of their position. It is important that all staff members be respectful of this information and keep it secure by following FERPA guidelines. Staff members are expected to communicate information to their respective supervisor(s) and others (such as Title IX matters) as directed.

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## Social Media

- Student staff members are representatives of the Department and Institution. Staff members are expected to be cognizant of their online presence, identity, posts, and perceptions of others. Staff members should refrain from speaking or posting about any Residence Life related concerns unless directed by their supervisor(s).

## Media

- The Director of Residence Life is the official correspondent for any communication with the media. Student staff should forward requests from the media for information to their Community Director; there should be no response to any request from ENN or other forms of media communication as a representative of the Department. Choosing to provide information to the media must be as a student and not as a representative Residence Life nor should the information be related to Residence Life. (For example, the information is from you, a Junior, Accounting Major and your Residence Life title should not be used in any way.)

## REMUNERATION & ACCOUNTABILITY

Senior Resident Assistants and Resident Assistants will receive compensation in the form of a housing credit and monthly stipend. Remuneration includes the cost of a single residence hall room and \$200/month (pre-tax) stipend throughout the time of employment. Returning RA/SRA staff who have worked two fall/spring semesters previously, will receive an extra \$50/month on their monthly stipend. Additionally, RAs/SRAs on an LLC floor will receive an extra \$25/month on their stipend to recognize the leadership involved with an LLC experience.

- January Term: RAs/SRAs away over January Term (studying abroad, at an internship, etc.), will not receive the January monthly stipend.

All Resident Assistants are expected to have a meal plan through Elon Dining. Junior and Senior student staff assigned to Residence Halls are eligible for the 300-meal block plan as indicated through Elon Dining. The meal plan is not included in RA compensation; however, Senior Resident Assistants will receive the 300-block meal plan as a part of their compensation and may upgrade to a higher meal plan by paying the difference in price. Additionally, upon request, RAs/SRAs will receive complimentary MicroFridges during designated delivery days.

Failure to abide by, complete, and fully comply with all responsibilities and expectations within the staff position description and the student staff agreement will result in job action as outlined in the Accountability Model section of the Student Staff Manual and will result in either total or prorated forfeiture of the above stated compensation, including relocation to a non-staff housing space.

## STUDENT STAFF SIGNATURE

I, (printed name) \_\_\_\_\_, have read the Residence Life Student Staff Agreement and accept the dates and terms of employment as listed in this document and the job description for my employment as a student staff member for the upcoming academic year at Elon University.

Signature \_\_\_\_\_ ID # \_\_\_\_\_ Date \_\_\_\_\_