The Resident Advisor (RA) position is a live-in paraprofessional staff member for the H&RL team. RAs focus on enhancing the quality of life within the residence halls, including fostering an effective living-learning community, providing academic support, and being attentive to safety and security of students. The position requires flexibility, adaptability, enthusiasm, and commitment, which is dictated by the diverse, unique, and changing needs of our students. The RA is more than just a friendly presence; they are the crucial link in developing an inclusive environment, which is conducive to academic success and personal development.

Frequently, RAs are called upon to effectively respond to and manage a variety of crises and emergency situations. RAs are relied upon to effectively implement department and university programs, initiatives, and values. RAs are university representatives, and are expected to abide by H&RL and university policies, state, federal, local laws. RAs, therefore, are expected not to engage in activities on or off campus that jeopardize their credibility as staff members or activities that make the university legally vulnerable.

**MINIMUM EMPLOYMENT REQUIREMENTS**

- Must meet all requirements for residing on campus and be a current or former UNCP residential student having lived on campus for one complete semester or two semesters at a similar or larger size institution.
- Must be in good academic, conduct and social standing with the university.
- Must have a minimum semester and cumulative GPA of 2.3 or higher to apply.
- Be a 2nd semester freshman, sophomore, junior, or senior.
- Must apply via the UNCP student employment portal *Handshake*.  
- Attend a required RA information session following the application process.
- Shadow a current RA, preferably a returning RA.
- Participate in RA Recruitment and Selection Carousel.
EMPLOYMENT PREFERENCES

- Have leadership and/or counseling experience with students or youth groups.

ADDITIONALY EMPLOYMENT REQUIREMENTS & EXPECTATIONS

- Resident Advisors must maintain a minimum cumulative grade point average of 2.3. Resident Advisors who’s cumulative GPA drops below a 2.3 will be allowed one semester to raise their GPA back to the standard.
- Resident Advisors must remain in good social standing. Violations of residence hall or university policies may result in termination of employment.
- Performance of the responsibilities of the RA position should take precedence over other activities, except attendance at scheduled classes and required academic functions.
- Prior to the end of each semester, the performance of a Resident Advisor will be evaluated by the Community Director.
- Upon resignation or termination, a Resident Advisor will be reassigned to another floor, suite or building.

SALARY & BENEFITS

- The following is the 2017-18 Resident Advisors are compensated structure:
  - 1st year RA $4100 per year/$2050 per semester
  - Returning RAs $4350 per year/$2175.00 per semester
- Additionally, RAs receive a single room (when space is available) at the double room rate.

DUTIES & RESPONSIBILITIES:

Active Engagement with Students

- Promote and sustain organic leadership by maintaining positive peer-leader relationships and supporting the goals of your residents.
- Be committed to student success.
- Be available to and get to know your residents.
- Have conversations with the residents on your floor throughout the year, paying special attention to when they join the community.
- Develop opportunities for individuals to contribute to the floor community.
- Be accessible to residents at various times throughout the day, including most nights and some weekends.
- Assist students as they develop the interpersonal skills and individual responsibility.
- Encourage student participation in Hall/Community/College Council, university sponsored programs, student organizations and other activities.
• Work as a member of the staff team to support out-of-class learning opportunities.
• Be a role model, by being exemplary in levels of maturity, judgment, conduct and scholarship.

Conflicts Resolution
• Help develop an atmosphere in which students have concern and respect for the rights of others.
• Empower and educate students to resolve and mediate low-level conflicts on their own.
• Mediate conflicts amongst residents as they arise.
• Notify Community Director immediately of any conflict that may escalate

Policy Enforcement
• Understand and uphold all University and residence hall rules, regulations, and policies.
• Utilize a developmental, educational approach to address students about policies, as well as the impacts of their behavior.
• Address all policy violations immediately and consistently.
• Maintain consistency and fairness when dealing with all students in the building.
• Document student concerns and notify Community Director in a timely fashion.
• Seek support and guidance from Community Director during and after difficult situations.
• Follow up with residents after a confrontation.

Crisis Response
• Understand and maintain familiarity with crisis protocols.
• Respond to crises as they occur on the floor and in the building.
• Complete necessary paperwork involved in documenting the crisis.
• Escalate necessary situations to appropriate supervisor(s) immediately.
• Follow up with residents regarding any crisis situations.

Duty
• Participate in duty rotation.
• Conduct building rounds to build relationships with students, confront policy infractions, and note facility concerns.
• Participate in Open Houses and provide tours to perspective students.
• If applicable, share in duty coverage for other buildings if short staffed, over university break periods when applicable or during emergency events.
Administration

- Execute administrative functions of the position so that colleagues and students can maximize their ability to benefit from the living-learning environment created. This includes completing all required paperwork in a timely and accurate manner, promptly posting signs and regularly changing bulletin boards, and identifying and reporting maintenance concerns in common areas.
- Encourage and role model interaction with Housekeeping and Maintenance staff.
- Assist in opening and closing residence halls at the beginning and end of each semester as well as during vacation periods.
- Assume additional responsibilities as assigned by Community Director and other H&RL professionals.
- The student staff position is a live-in position, and as such student staff are encouraged to sleep in their own room each night.

Personal & Professional Development

- Participate in staff selection and recruitment.
- Attend all training and leadership development opportunities