About UNCP’s Office of Housing and Residence Life

Elevate your Brave Experience. Apply to be an RA!

The Office of Housing and Residence Life provide reasonably priced living facilities that are safe, attractive, sustainable, and well maintained that complements, supports, and encourages student development and academic success through purposeful programs and services. We commit to create an enriched out-of-classroom experience to engage students in a supportive and inclusive environment where they can grow in the areas of community involvement, responsible living, and personal development. We are committed to maintaining a safe environment that values and respects the diversity of each individual. This environment encompasses those of different physical/mental ability, age, ethnicity, gender, national origin, political affiliation, physical appearance, religion, sexual orientation, socio-economic status or veteran status. Individuals will understand and consider the positive and negative effects their actions have on the community.

RA Job Description

Our Commitment

Housing and Residence Life is committed to recruiting and selecting a diverse and inclusive workforce. We recognize that diversity expands far beyond race and ethnicity and It is our desire to hire staff members that represents many different cultures, backgrounds and differences and is reflective of the diversity of our student body and campus community. We further believe that every person brings a unique perspective and experience that can be used to advance the mission of our department and university and support our students in a meaningful way.

Other Involvements and Commitments

The Resident Advisor position has a unique nature in that it requires an authentic personal commitment to community development and student engagement as well as a firm understanding of the time commitments required to be effective in the position. Resident Advisors are encouraged to be active members of their campus community; however, no commitment outside of academic pursuits should interfere with the responsibilities and duties of the Resident Advisor position. When conflicts happen between RA responsibilities and non-academic work, the Resident Advisor position responsibilities should take priority. Applicants are encouraged to consider their current commitments related to academics, jobs and clubs and organizational involvement before applying for the position. Additionally, RA's are should communicate with their Community Directors before taking on any additional other responsibilities to ensure that is no conflict. If conflicts arise between RA responsibilities and non-academic work, the Resident Advisor position responsibilities should take priority.

Important Note

Please be advised that Resident Advisors are not allowed to hold the following campus leadership positions due to the significant time requirement and the potential for overlapping schedules, these positions include but are not limited to: Orientation Leaders, Peer Mentors, Residence Hall Association.
PREFACE

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 (spring recruitment period only).
- Participate in RA Recruitment and Selection Candidate Workshop (fall applicants) and RA Carousel (spring applicants).

EMPLOYMENT REQUIREMENTS & EXPECTATIONS

- Resident Advisors must maintain a minimum cumulative grade point average of 2.3. Resident Advisors whose 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.
- Resident Advisors cannot at any point after hire work also as an Orientation Leader of Peer Mentor. If serving in these positions prior to hire, individual must resign from Orientation Leader or Peer Mentor before starting position as an RA.
- 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 Resident Advisors are compensated structure:

• A 1st year RA  $8,000.00 per year/$800.00 per month
  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.

Conflict 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 among 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.

EMPLOYMENT PREFERENCES

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