

# WesternLeader 2024-2025

# Resident Assistant (RA)

## Overview

The Resident Assistant (RA) is the staff member who has the most direct and constant contact with students. The RA's primary responsibility is to act as a facilitator for this residence hall community and to enhance the holistic development of each of their residents. The RA represents UHDS and should act as a role model for students.

## Requirements

Applicants must have lived on campus for one full year by the start of the position in Fall 2024; have a 2.35 GPA or higher, be in good judicial standing with the University, and commit for a full year (2024-2025). RA hires will not be allowed to work on campus more than 10 hours per week in another on-campus job. Candidates should be able to consistently and effectively communicate, be a positive University representative, have customer service experience, and be able to handle crisis/emergency situations.

## Responsibilities

### Community Facilitator

Be present, interactive, and responsible for connecting residents on the floor to the Western Illinois University community, this includes but is not limited to: daily contact with residents; follow up with residents; floor activities; campus program attendance; hosting floor meetings; etc. Be accessible to floor during normal waking hours by demonstrating a physical presence on the floor and interacting with residents. Facilitate education on hall policies and maintain confidentiality.

### Referral Agent

Facilitate conversation and provide resources for academic goals, financial intelligence, support from home, transition issues, anxieties, frustrations, concerns or feelings about college. Share campus and community resources to assist residents and refer them appropriately. Follow up with residents in person in a timely and thorough basis

### Team Member

Recognize and identify your role as a UHDS representative while displaying a positive attitude and being a supportive staff member. Attend weekly staff meeting as a member of the hall RA Team.

### Administrator

Complete paperwork in an accurate and timely manner, including but not limited to: check-ins, check-outs, room condition reports, MicroFridge reports, occupancy reports, maintenance requests, surveys, and other tasks as assigned by the supervisor. Be available for and participate in the opening and closing of the residence halls. Assist with year-end closing activities and know you will be required to remain in the building until the building has been officially closed and closing responsibilities have been completed per UHDS staff guidelines

### Programmer

Assess residents' needs through personal interaction, surveys, or observation. Advertise for programs/events in a timely manner. Build in person relationships with residents that encourages involvement in hall and campus activities and supports connection to the University. Complete the requirements of Leatherneck Connections Experience.

### Representative

Adhere to all departmental and university policies and all local, state, and federal laws -Follow, explain and uphold the departmental and University policies and actively confront and document all disciplinary situations

*\*\*Upon hiring, you will receive a full job description.*



- RAs receive a financial aid package which covers their room and a meal plan.
- RAs work August - May, which may include returning early and staying late for breaks.

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