Resident Adviser (RA) Position Description 2015-2016

The Resident Adviser (RA) is a paraprofessional staff member within Residential Life who is responsible for building a strong sense of community in the residence halls. The RA reports directly to the Graduate Hall Director (GHD) / Residence Hall Director (RHD).

Community Development
A. Individually responsible for developing community among residents of assigned floor.
B. Contribute to programming efforts that occur throughout the larger building or area community as well as campus community;
C. Facilitate on-going community standards conversations within the community throughout the academic year;
D. Promote inclusive environments conducive to the overall wellness needs of the residents;
E. Demonstrate sound interpersonal skills, initiative, dependability, and a positive attitude;
F. Become personally acquainted with all the residents the RA is responsible for. Maintain contact with each resident in order to promote community wellness.
G. Plan, publicize, implement, and evaluate floor and building programs per the community enhancement model and ThinkTank expectations
H. Serve as a coordinator, motivator, and resource person in encouraging residents to take ownership of their community;
I. Support Hall Council advising and programming in your area;
J. Support Faculty-in-Residence and Faculty Fellow programming in your area, varies by area;
K. Assess the needs of your residents via frequent, informal one-on-one interactions, Connect Conversations, and group conversations.
L. Develop creative, educational bulletin boards that are updated on the first Tuesday of the month;
M. Design door tags to welcome residents at the start of each semester;
N. Be visible, available, and approachable to your residents - schedule, communicate, and hold a minimum of 3 community hours weekly on your floor;
O. Other duties as assigned

Advising and Resource Referral
A. Recognize the limitations of your role, understand campus resources, and work with your supervisor to refer students to appropriate university resources
B. Know your residents. Be aware of their personal, social, and academic concerns;
C. Refer residents needing professional attention to your AD / RHD / GHD;
D. Mediate conflicts between roommates and suitemates as necessary;
E. Maintain residents’ confidentiality outside of conversations with AD / RHD / GHD;
F. Other duties as assigned.

Personal Development
A. Willing to engage in conversations and trainings to better understand your own identities;
B. Challenge yourself to achieve higher levels of awareness of people’s perceptions, maintaining appropriate sensitivity and awareness of cultural norms, diversity, and diversity education;
C. Exhibit effective listening and intervention skills that demonstrate an understanding, sensitivity, and appreciation for diversity;
D. Maintain positive working relationships with other staff members and offices on campus;
E. Be open to feedback via supervisory meetings, formal evaluations, and the progressive discipline process;
F. Consult with your AD / RHD / GHD before making decisions as warranted.

Administrative Responsibilities
A. Arrive on Friday, August 22, 2015 and work through 5:00pm on Thursday, May 26, 2016, including Fall Break, Thanksgiving Break, and Spring Break;
B. Check and respond to Residential Life e-mails at least once per day Monday thru Friday between 9:00am and 5:00pm;
C. Assist RHD / GHD in monitoring facilities and maintenance issues on floor and in building;
D. Complete assigned paperwork and administrative tasks to meet communicated deadlines;
E. Assist RHD / GHD in monitoring and tracking programmatic floor / suite budgets
F. Serve on at least one Residential Life/Area/building committee or collateral assignment;
Community Safety & Duty Responsibilities
A. Serve within an on-duty rotation as a first responder for emergency situations and Guide to Living (G2L) policy/procedure violations in the residence halls;
B. Respond to all emergency situations in a calm and responsible manner;
C. Fall Duty begins the Wednesday prior to new student arrival and runs through the last Friday of finals, including all breaks and holidays;
D. Spring Duty begins the Wednesday prior to the first day of classes and runs through the day after Commencement, including all breaks and holidays;
E. Complete minimum duty rounds as follows,
   a. Single (John Jay, Furnald, Schapiro, etc.) and Double Buildings (LLC)
      i. Sunday to Wednesday – 2 rounds per night
      ii. Thursday to Saturday – 3 rounds per night
   b. Multiple Buildings (Broadway and West Campus Areas)
      i. Sunday to Wednesday – 2 rounds per night
      ii. Thursday to Saturday – 2 rounds per night
F. Utilize the case management system Maxient to document all emergency situations, security issues, policy/procedure violations, and student-related concerns;
G. Utilize the maintenance reporting system to report all facilities issues;
H. Cover additional on-duty hours or assignments when the university is unexpectedly closed or classes are suspended for any reason;
I. Other duties assigned.

Departmental Responsibilities
A. Role model appropriate behavior at all times including, but not limited to, responsible alcohol use, monitoring online self-content, and upholding university policies;
B. Be intimately familiar with all Guide to Living policies and procedures;
C. Attend all of August Training and January Winter Recharge Training;
D. Attend weekly staff meetings – Tuesdays from 10:00PM to 11:00PM;
E. Attend weekly (first 6 weeks) and bi-weekly one-on-one meetings with your RHD / GHD;
F. Participate in all Recruitment and Selection processes as communicated;
G. Maintain regular and frequent communication with your AD / RHD / GHD;
H. Post communicated notices and/or distribute information to residents as directed by your AD / RHD / GHD;
I. Time commitments outside of the RA position must be discussed with and approved by your supervisor BEFORE you commit to the outside activity.
   a. Your supervisor may limit time available for any outside commitment;
J. Support department, divisional, or other campus partners during campus crises or emergencies;
K. Other duties assigned.

Required Availability
A. Fall Training – Friday, August 22 through Friday, August 28, 2015;
B. First-Year Move-in – Sunday, August 30 and Monday, August 31, 2015;
C. NSOP – Sunday, August 30 through Saturday, September 5, 2015;
D. Upperclass Move-in – Saturday, September 5, 2014;
E. Winter Recharge Training – Wednesday, January 13 (travel day) through Friday, January 15, 2016;
F. New Staff Recruitment – Friday, December 4, 2015 and Saturday, January 23, 2016;
G. Spring Orientation – April 24, 2016;
H. Bacchanal - Pending – Spring 2016;
I. Move-Out (Non-Seniors) – Saturday, May 21, 2016;
J. Senior Move-Out - Thursday, May 26, 2016;
K. Student Staff Move-Out – Friday, May 27, 2016.

Compensation
A. A residence hall room within one of the undergraduate residence halls or brownstones;
B. First Year Area staff receive 3 meals per week to be used to eat with their First Year residents;
C. $600 annual stipend – stipend is received in 2 installment payments over the course of the academic year.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required now or in the future.

In accordance with its own values and with federal, state, and city statutes and regulations, Columbia does not discriminate in admissions, employment, programs, or services on the basis of sex, race, color, creed, national origin, sexual orientation, or disability. This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required now or in the future.