Summer 2013 Resident Adviser Position Description

The Summer Resident Adviser (RA) is a paraprofessional staff member of the Office of Residential Programs who is responsible for facilitating community standards. As such, this position is different than other leadership opportunities at Columbia in that RAs must challenge themselves to achieve higher levels of awareness concerning their own identities and perceptions as well as understanding the identities and perception of others. RAs must also maintain sensitivity to cultural norms and work to be an ally for students in matters of diversity and diversity education. RAs supplement and complement the process of formal education by establishing a strong community, thus enhancing the quality of life in the residence halls. The successful RA is concerned with the growth and development of each individual on their hall and is expected to promote an environment conducive to the overall wellness needs of the residents. RAs must demonstrate sound interpersonal skills, initiative, dependability, and a positive attitude. The RA reports directly to the Graduate Hall Director/Associate Director.

**Personal Development**
A. Willing to engage in conversations and trainings focused on allowing RAs to better understand their 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 and understanding of as well as a sensitive and appreciation for diversity;
D. Maintain positive working relationships with other staff members and offices on campus;
E. Respond to all emergency situations in a calm and responsible manner;
F. Be open to feedback as part of regular supervisory meetings as well as formal evaluation periods;
G. Recognize personal limitations;
H. Recognize the limitations of your role and seek appropriate resources;
I. Take responsibility for the decisions that you have made;
J. Use common sense and good judgment;
K. Consult with your Graduate Hall Director/Director of Residential Programs before making decisions as warranted.

**Community Development**
A. Facilitate community standards meetings with your residents, and review policies for summer housing;
B. Attend and be active in building, area, and university functions;
C. Provide opportunities for residents to develop community and explore programming options on and off campus;
D. Assess the needs of your residents on a continual basis.

**Advising and Counseling**
A. Know your residents. Be aware of their personal, social, and academic concerns;
B. Recognize personal limitations;
C. Refer any resident whom you perceive needs professional attention to your Graduate Hall Director/Director of Residential Programs;
D. Work with your supervisor to make appropriate referrals;
E. Be visible, available, and approachable to your residents;
F. Respond to and document the range of community situations;
G. Mediate conflicts between roommates and suitemates when necessary;
H. Uphold the established standards of confidentiality.

**Information, Communication, and Resource Referral**
A. Attend all staff meetings;
B. Check and respond to your email and your campus voicemail at least once per day;
C. Post necessary notices and/or distribute information to residents in a timely fashion;
D. Be familiar with, communicate, and enforce policies and procedures in a positive fashion;
E. Be familiar with campus and community resources and provide such information to residents;
F. Maintain regular and frequent communication with your Graduate Hall Director;
G. Attend scheduled one-on-one meetings with your Graduate Hall Director.
Maintenance and Safety

A. Understand maintenance reporting, community safety, emergency and fire evacuation procedures;
B. Report needed repairs according to established procedure;
C. Familiarize residents with maintenance reporting, community safety, emergency and fire evacuation procedures;
D. Respond to emergencies on a 24-hour basis;
E. Adhere to fire safety evacuation procedures for the area.

Staff Standards

A. Role model appropriate behavior at all times. An RA is an RA no matter where they are, including on-line communities;
B. Be familiar with, enforce, and be able to explain campus policies/regulations in a positive manner;
C. Encourage students to take responsibility for their own actions and increase their consideration for others;
D. Refer disciplinary matters to your Graduate Hall Director/Director of Residential Programs;
E. Immediately address and document all incidents and situations that threaten the health, safety, and security of the community.

Administrative Responsibilities

A. Position begins May 18, 2013 and ends August 17, 2013
B. Complete assigned paperwork and administrative tasks as per your Graduate Hall Director, Associate Director or Director of Residential Programs.
C. Assist with check-in and check-out procedures on check-in and check-out days.
D. Meet the requests from our university partners, including, but not limited to Housing, Public Safety, etc. as per your Graduate Hall Director/Director of Residential Programs;
E. Document damage or vandalism immediately on an Incident Report.

Duty Responsibilities

A. Duty provides an opportunity for RAs to be creative in connecting to residents and maintaining a visible presence in their area;
B. Participate in a rotating, on-call duty schedule, determined by area needs:
C. Make rounds of the building/area (as established by your supervisor), making sure to address any security and/or behavioral concerns.
D. Complete thorough incident reports;
E. Follow all other duty procedures as outlined by the Office of Residential Programs and your supervisor.

Personal/Paraprofessional Development & Departmental Responsibilities

A. Attend all meetings and May training on time;
B. Balance time commitments;
C. Recognize limitations and work to improve;
D. Be receptive to paraprofessional and personal development;
E. It is expected that the RA position be the first consideration after your academics. Any positions or significant time commitments outside of the RA position must be discussed with and approved by your supervisor BEFORE you commit to the outside activity. Your supervisor may limit time available for any outside commitment;
F. Challenge yourself to achieve higher levels of awareness of people's perceptions, maintaining appropriate sensitivity and awareness of cultural norms, diversity, and diversity education.

Important Dates

A. Check-in and Check-out Days: May 27, July 5, July 7, July 14, August 10,16
B. All Summer Staff Training: Monday, May 20, 2013

Compensation

A. Free room within one of the summer undergraduate residence halls;

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.