

Position Description



POSITION TITLE: Resident Assistant
REPORTS TO: Resident Manager
EFFECTIVE DATE: May 19, 2021
POSITION STATUS: Part-Time, Exempt

POSITION SUMMARY

A Newman Hall Resident Assistant will be a faithful, intentional and servant leader for the St. John Paul II Newman Center community, consistent with the teachings of the Catholic Church. He or she will help create and foster a living experience that brings about and invites a deeper invitation to live in communion with Jesus Christ and His Church.

PRINCIPAL DUTIES AND RESPONSIBILITIES

The Resident Assistant assumes four primary responsibilities:

1. They will assume an active leadership role in developing and maintaining a positive community environment within JP II Newman, specifically within Newman Hall and, more specifically, on his/her floor.
2. They will serve as a communication liaison between JP II Newman administration (in particular, the Resident Manager) and residents. This includes enforcing the Residence Life Handbook, and advocating for the residents' needs and desires to JP II administration.
3. They will help ensure the safety and well-being of all residents, visitors and guests of JP II Newman.
4. They will serve as an ambassador of JP II Newman at all times.

Some specific duties will include:

1. Participate in RA Training May 19-22, 2021, May 24-27, 2021 and January 7, 2021.
2. Identify and get to know each resident who lives at Newman Hall.
3. Follow and thoroughly understand protocols and additional information as outlined in the Resident Assistant manual.
4. Thoroughly understand, follow and enforce the JP II Newman Residence Life Handbook.
5. Attend weekly meetings with the RA staff and Resident Manager.
6. Work regular desk duty and on call nights, including one weeknight per week and a few weekends per semester.
7. Provide regular programming as outlined in the Resident Assistant Manual, and/or as required by the Resident Manager.
8. Complete bulletin boards as assigned.
9. Handle complaints, settle disputes and resolve conflicts between residents.
10. Help maintain a clean and tidy appearance throughout the Newman Center.
11. Help cover the front desk on rare occasion of scheduling conflict.
12. Conduct floor meetings as scheduled by the Resident Manager.
13. Complete all required documentation in an accurate, thorough and timely manner.
14. Give occasional tours for prospective students, benefactors and other guests.
15. Share responsibility of being on call (no desk duty, simply having the on-call phone) while the hall is closed over Christmas break (December 18, 2021 -January 2, 2022) with the other RAs.
16. Obtain and maintain Safe Environment Certification and best practices.
17. Other duties as assigned by the Resident Manager or JP II Newman Director.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles and processes for providing customer service. This includes assessing and attending to student and resident needs.

- Knowledge of human behavior, performance, social interactions, and group behavior.
- Operates as a team player and contributes to group goals; collaborates and openly shares knowledge and gifts with others.
- Teachable, and able to take newly learned information and teach it to others.
- Self-aware and understanding of behavior and how to conduct oneself among peers and subordinates.
- Giving full attention to what other people are saying; taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Monitoring the behavior of others and the ability to take corrective action, if necessary.
- Encouraging and building trust, respect and cooperation among residents.
- Must be able to work with minors, disabled, and other vulnerable persons.
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- Monitoring the behavior of others and the ability to take corrective action, if necessary.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Handling complaints, settling disputes, and resolving conflicts, or otherwise negotiating with others.
- Encouraging and building trust, respect, and cooperation among residents.
- Must be able to work with minors, disabled, and other vulnerable persons.

EDUCATION AND EXPERIENCE

- Must be an active, practicing Catholic in full communion and good standing with the Catholic Church.
- Must be enrolled as a full-time college student (12 credit hours for undergraduate; 9 credit hours for graduate).
- Collegiate sophomore class standing or above by first day of employment is preferred.
- Must have a minimum 2.5 cumulative Grade Point Average (GPA), maintain 2.5 cumulative GPA for each semester, and be in good academic and judicial standing.
- Have lived on-campus for minimum one year (at Newman Hall preferred).
- Previous residence life experience is preferred.

RELATIONSHIP EXPECTATIONS

- Should not pursue a relationship with a resident without first informing the Resident Manager so as to maintain proper boundaries and integrity of the Resident Assistant/resident relationship.
- Should not pursue a relationship with another member of the RA team.

WORKING CONDITIONS

	N/A	Less than 10%	11% to 49%	Greater than 50%	WORK ENVIRONMENT	N/A	Less than 10%	11% to 49%	Greater than 50%
Stand			X		Other: running		X		
Walk			X		Quiet environment			X	
Sit				X	Other: environmental noise			X	
Talk or hear				X					
Displays manual dexterity				X	Weight Demands				
Climb or balance		X			Up to 10 pounds			X	
Stoop, kneel, crouch or crawl		X			Up to 20 pounds		X		
Reach with hands and arms		X			Up to 40 pounds		X		
Lifting/Pulling/Pushing		X			Up to 100 pounds	X			
Visual: looking at computer screen			X		More than 100 pounds	X			

- Resident Assistants are expected to work for a full 12 months (May 19, 2021- May 31, 2022).
- Dorm-style housing environment; ADA-accessible building.

COMPENSATION

- Fees covered for 12-month room rental.
 - RA may be assigned a 1-bedroom apartment, or a single bedroom in a 2 or 4-bedroom apartment. (If assigned to a 2 or 4-bedroom the RA will work with the RM to designate his/her roommate).
- \$189.00 monthly stipend.

Note: A W-2 tax form will be issued at the end of the year for tax purposes.

TRAVEL REQUIREMENTS

- N/A

SIGNATURES

The above statements are intended to describe the general nature and level of work required of this position, and they are not meant to be an exhaustive list of all responsibilities, duties and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

EMPLOYEE: _____

DATE: _____

SUPERVISOR: _____

DATE: _____