

Resident Assistants

An Experience for Life

The Resident Assistant (RA) program is an integral part of residential living. The RAs are individuals who are carefully selected for their dynamic personalities, leadership skills, outstanding reliability, honesty, and ability to give of themselves. Their responsibilities are wide ranging and at times very demanding. The role of the RA is an extremely fundamental and important position for any University. Webber values the importance of RAs and is pleased to have had RA positions for many years.

One of the main roles of an RA is to facilitate an environment that promotes both an educational experience as well as the learning that takes place outside of the classroom. One of the main goals of the RA is to act as a liaison between the Student Life office and dorm residents. It is also their responsibility to assist in creating a fun, happy, positive, and activity-filled environment in order to ensure all residents create fantastic memories here at Webber. The RA position may be demanding, but it is also extremely rewarding and will create memories that will last a lifetime.

Responsibilities for the position of an RA are numerous, and the RA is the focal point for the day-to-day operation of his/her floor. The RA has several roles – student, business manager, peer, referral agent, friend, educational and social programmer, and disciplinarian. The diversity of the roles and responsibilities is challenging and calls on the RA to develop organization and interpersonal skills. Being an RA provides an opportunity to maximize self-development, maturity, and confidence during the college years.

Although the RAs are asked to give of themselves, they are also a part of a dynamic group of students who are highly respected by faculty, staff, and their peers. Also, the RA program is designed in a manner that encourages personal growth and development of important life skills. Being an RA is not all work – they are guaranteed much fun, laughter, and memorable experiences as well!

Detailed Description of Duties

Advising and Helping

- Be available to the residents of his/her floor for the purpose of assisting with their personal concerns and problems.
- Act as a referral agent in acquainting students with all facilities and services on the campus.
- Act as a communication link between students and University personnel.
- Serve as a model of responsible behavior in order to assist his/her students in the transition from adolescence to maturity.

Program Responsibilities

- Assist in the process of identifying residents' needs and interests.
- Assist and initiate student-oriented programs that consider both residents' desires and needs.
- Actively develop, implement, support, and participate in residence hall programs.
- Encourage resident participation in campus academic and social functions.
- Support student leadership and resident-initiated programs.

Administrative Duties

- The first responsibility of every RA is to get to know each student on his/her floor, as much as possible, in the entire residence area. It is extremely important to become well acquainted with residents during the first two or three weeks of the semester.
- While carrying out this first important assignment, the RA should make clear his/her role and responsibilities to those students.
- Explain to residents the rationale of the University's policies and regulations.

- The RA must be familiar with the physical layout of his/her assigned area and must conduct a physical inventory of the area prior to check-in.
- Perform check-in and check-out procedures.
- Determine responsibility of all damages within his/her assigned floor.
- Perform room checks as directed.
- Maintain administrative forms requiring information pertaining to the efficiency and effectiveness of the operation.
- Assume weekday, weekend, vacation, and special duty as assigned by the Housing Coordinator.
- Assist in the operation of the security booth and sharing overload periods at the direction of the Housing Coordinator.
- Staff communication: attend all scheduled staff meetings, communicate student and staff concerns, and assist in the revision of policies and/or procedures concerning matters within the residence area.

Staff Development Programs

- Actively participate in recruitment, selection, and training of new RAs.
- Request maintenance and housekeeping services on his/her floor.
- Know and perform emergency procedures within assigned area and notify proper individuals concerning emergencies.
- Conduct periodic meetings with residents in addition to those specifically required.
- Complete administrative tasks on time.
- Conduct oneself in a responsible and mature manner at all times.
- Maintain confidentiality as related to job functions and staff relationships.
- Assume other duties as assigned by the Housing Coordinator.

Disciplinary Duties

- The RA is expected to have an understanding of all Student Handbook policies pertaining to personal conduct.
- Assist in conflict resolution among residents.
- Assist the individual student in conducting him/herself in a mature and disciplined manner.
- Confidentially report and discuss violations of Student Handbook policies by residents with the Housing Coordinator.