

UC Davis Student Housing & Dining Services

2027-2028 Resident Assistant Job Description

The Resident Assistant (RA) is a “Casual/Restricted,” (meaning Student Assistant), part-time live-in student leader appointment within Student Housing and Dining Services (SHDS). The RA assists with the growth of residents and helps create a positive community. Under the supervision of the Resident Director (RD), the RA serves as a resource to residents to help them create their Aggie home. This position has a two academic-year maximum. If an RA applies to return to the position and is meeting job expectations and eligibility requirements, they will receive an offer to return for a second year.

Minimum Qualifications

- From the **time of offer and throughout employment**, RAs must:
 - Maintain full-time status (minimum 12 units per quarter) as an undergraduate student with a minimum 2.2 UC cumulative grade point average (GPA).
 - Complete and pass 12 units per quarter.
 - Maintain good academic and judicial standing with the University, SHDS and the Office of Conduct and Integrity. Withdrawing from the quarter at any time, including retroactive withdrawals, is not permitted. Failure to meet these requirements may result in withdrawal of this offer and/or release from employment.
 - Maintain eligibility for a housing contract in the assigned location and follow all contractual expectations for living in the assigned space.
 - Inform their supervisor of any changes in status.

The Residential Education Office (REO) will check for compliance quarterly.

Preferred Qualifications

- 45 units completed prior to assuming the RA position.
- 2.5 UC Cumulative GPA
- Experience living in student housing (residence halls or apartment communities).
- Demonstrated ability to develop, plan, publicize, and facilitate educational and social events (formal and informal).
- Knowledge and understanding of belonging to ensure all feel welcomed as it pertains to working with all student populations.
- Strong critical thinking, problem-solving and communication skills.
- A valid CA Driver’s License for occasional use of university vehicles to transport program supplies.

Terms of Employment

- Employment is contingent upon successful completion of a background check, which includes criminal history. If you already have a successfully completed background check on file, then you will not need to complete another.
- At the time of application, candidates must be eligible to work in the United States for the duration of the Terms of Employment. All students are encouraged to apply, including DACAmented and eligible international students.
- Selected candidates must actively participate in a mandatory orientation meeting as offered and a mandatory Human Resources orientation.
- Mandatory participation in pre-scheduled year-long weekly student leader meetings on Wednesdays from 6:20 PM to 7:50 PM; priority registration is provided so that each RA is able to keep the meeting time available. Selected candidates must be able to meet at the scheduled meeting time in order to serve in this position.
- On average, RAs work 19.5 hours a week. The majority of work shifts occur in the evenings and on weekends.
- Live-in appointment covers the time period from **August 27, 2026 to June 14, 2027** (dates are tentative and may change based on assignment). RAs must reside in assigned space to respond to situations as needed.
 - RAs assigned to an apartment community (the Green, Orchard Park or Primero Grove) may be able to continue working during the summer from June 14, 2027 to August 25, 2027 (up to September 8th for RAs not returning for the 2027-2028 academic year).
 - Summer RA work is focused on safety, with minimal programming and the compensation does NOT include a meal plan over the summer.

- Placements may change at any time during the academic year, requiring one or more moves during the period of employment.
 - You may be placed in one of the following areas:
 - **Residence Hall Community-** houses first-year, transfer undergraduate students and returning residents
 - **The Green Apartment Community-** houses first and second year transfer undergraduate students and returning residents
 - **The Orchard Park and Primero Grove Apartment Communities (Park/Grove)-** houses both undergraduate and graduate students and students with families.
- Must check university email accounts at least once a day.
- Must provide your supervisor a phone number with voicemail for occasional business use.
- Assistance with move-in and move-out is mandatory.
- Assistance with Aggie Day, Aggie Gala (Cowchella), Block Party, and Picnic Day is mandatory.
- Providing coverage to the community during university closings and breaks are mandatory.
- RAs are not permitted to participate in intercollegiate sports or hold Peer Mentor and Orientation Leader positions due to conflicting job requirements and timelines. Rushing and/or pledging a sorority or fraternity will not be permitted during the Fall Quarter.
- Recurring commitments after 6 PM and classes after 6 PM must have the written pre-approval of the supervisor.
- Enrollment in Summer Session II is prohibited due to its conflict with training.
- Continued employment throughout the school year is contingent upon satisfactory job appraisals by the supervisor and can be reviewed at any time should this be necessary.

Remuneration

RAs are provided a furnished, single occupancy room within a residence hall or a furnished, single occupancy room within a gender inclusive suite/apartment that may be shared with a resident assigned by SHDS. RAs are provided a private room so that it can double as an office space where they can have private conversations with residents as needed. As such, RA rooms are expected to be kept clean and orderly so that they are available for this purpose and will be inspected by the RD supervisor at least quarterly.

RAs will receive a 7-day unlimited dining plan (*No Aggie Cash*) when the dining commons are open, during the academic year (the academic year follows the contract dates for a Residence Hall Housing contract). If employment is terminated, student leaders will have 3 to 5 days to vacate their room and the meal plan will be canceled immediately.

Position Responsibilities

The following outlines the responsibilities that an RA is expected to perform as a student leader:

This position is considered an essential position and may be required to continue job functions during campus closures and/or campus crises/emergencies. Work hours are primarily evenings and weekends, thus only classes one evening per week are allowed and any other evening or weekend hours must be pre-approved. RAs understand that the job will be prioritized over non-academic commitments.

Community Development

- Develop positive relationships with residents; articulate resident and community concerns to supervisors.
- Develop a positive community environment.
- Initiate, plan, and execute social/educational programs.
- Collaborate with campus partners.
- Host study breaks, create and update bulletin boards and facilitate community meetings.
- Provide residents with information and resources about the UC Davis campus and the Davis community.
- Work to foster a welcoming environment of residents' identities, backgrounds and needs.
- Assist students in developing an understanding of diverse cultures and lifestyles. Understands and is committed to the UC Davis Principles of Community.
- Attend programs in the community; encourage resident participation and assist in all required events.
- Assist students in handling and mediating roommate conflicts and crisis situations.

- Refer students to appropriate resources when necessary.

Academic Development

- Visibly role-model academic success skills, including time management.
- Demonstrate and actively encourage residents to utilize academic resources available to students on campus.
- Work collaboratively with campus partners to provide academic programming and support to residents.

Community Safety Responsibility

- Provide lockout assistance to residents, including being on-call overnight on a rotating basis.
- Conduct rounds of residential areas. The majority of rounds are conducted later in the evening.
- Respond to calls immediately when on shift.
- Inform the residential community of the SHDS policies and expectations.
- Confront residents and document alleged policy violations in an educational, timely and appropriate manner.
- Assist residents experiencing crisis situations and address community concerns.
- Interact with residents to promote well-being and demonstrate appropriate discretion when dealing with resident issues.
- Respond to emergencies in the residential community, contact professional staff and perform other similar tasks as assigned.

Leadership and Team Development

- Demonstrate a level of flexibility and positivity that contributes to team morale.
- Demonstrate a willingness to give and receive job performance-based feedback.
- Observe all guidelines and policies set forth by the department and university and role model respectful community-based behaviors.
- Engage in and prepare for all training and meetings (specialty assignments if applicable).
- Work with SHDS representatives regarding the room transfer process and/or interact with the property managers.
- Demonstrate strong decision-making skills (gets input, asks for advice, weighs options, etc.).
- Establish positive working relationships with all SHDS staff and our Public/Private Partners.

Administrative Responsibilities

- Respond to emails and phone calls within 24 hours.
- Assist in implementing the daily business operations and services of the community (e.g., check-in/check-out, facilities checks, move out inspections, roommate agreements and administrative reports).
- Meet weekly with the supervisor to share information, discuss community concerns, receive feedback regarding job performance, and develop job-related skills.
- Meet weekly with staff to share information, discuss community concerns and develop job-related skills.
- Distribute and post approved information and communications.
- Collect information from residents as required by SHDS.
- Engage in specialty assignment(s) each quarter.
- Perform other responsibilities as assigned by SHDS professional staff.