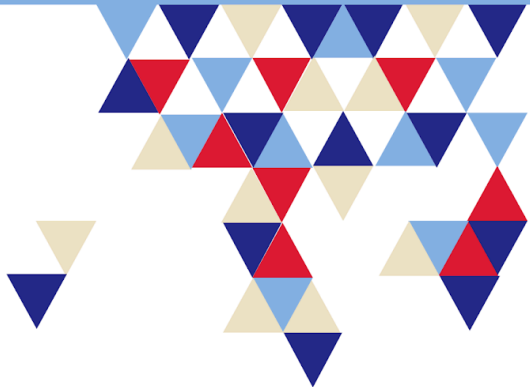




RESIDENT ASSISTANT &  
NEIGHBORHOOD FELLOW

# Roommate Guide



University of  
Dayton

Housing & Residence Life

## INTRODUCTION

Living with a Housing and Residence Life staff member can have both advantages as well as some challenges; however our desire is that this experience will be positive for both you and your roommate(s)! This resource has been developed to help provide insight into what it's like to live with an RA or Fellow as well as offer information about where you can go for support if challenges or conflict arise and you need some help.

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## WHAT DOES AN RA DO?

The Resident Assistant (RA) at the University of Dayton is an undergraduate student leader dedicated to fostering a vibrant and inclusive residential community that aligns with the institution's Catholic and Marianist values. RAs support Housing and Residence Life's vision for residential learning and emphasize the educational priority of "creating community where you are." They focus on creating mutually enhancing relationships among residents through intentional engagement and support, while ensuring that residential communities are safe, secure, and inclusive. RAs facilitate students' transitions and growth within the residential living experience and are responsible for promoting social, cultural, and educational engagement, serving as peer advisors and mediators to maintain a conducive environment for learning. Committed to personal development and community service, RAs live among their peers and collaborate closely with Area Coordinators and Residence Coordinators to enhance the overall residential experience.

- Foster a supportive and inclusive residential community by intentionally engaging with residents, facilitating community-building initiatives, and promoting the values of The Dayton Experience. **(40%)**
- Respond to and support students experiencing crisis, conflict, or concern through wellness checks, mediation, and critical incident response, ensuring appropriate follow-up and documentation. **(20%)**
- Complete administrative tasks promptly and accurately, including submitting purchase requests, on-call logs, Advocate reports, and disseminating university and departmental resources to residents. **(20%)**
- Uphold community standards by conducting regular duty rounds, addressing and documenting policy violations, facility issues, and student concerns, and collaborating with campus partners as needed. **(10%)**
- Maintain consistent communication with supervisors and staff by attending weekly staff meetings, scheduled 1:1 meetings, and relaying key updates and information as directed by the Department of Housing and Residence Life. **(10%)**

## WHAT DOES A NEIGHBORHOOD FELLOW DO?

A Neighborhood Fellow (Fellow) is an undergraduate student leader dedicated to fostering a vibrant and inclusive residential community within the student neighborhood that aligns with the institution's Catholic and Marianist values. Fellows support Housing and Residence Life's vision for residential learning and emphasize the educational priority of "creating community where you are." They focus on creating mutually enhancing relationships among residents through intentional engagement and support, while ensuring that the student neighborhood is safe, secure, and inclusive. Fellows facilitate students' growth within the residential living experience and are responsible for promoting social, cultural, and educational engagement, serving as peer advisors and mediators to maintain a conducive environment for learning. Committed to personal development and community service, Fellows live in the student neighborhood among their peers and collaborate closely with Community Coordinator and Residence Coordinator(s) to enhance the overall residential experience.

- Build and sustain inclusive relationships with residents by fostering a welcoming community, supporting students through wellness checks, mediation, and responding to crises or concerns. **(40%)**
- Promote the safety and well-being of the Student Neighborhood by conducting regular duty rounds, addressing policy violations from an educational perspective, engaging residents in dialogue about community standards, and encouraging healthy behaviors. **(20%)**
- Complete administrative tasks promptly and accurately, including submitting purchase requests, on-call logs, Advocate reports, and disseminating university and departmental resources to residents. **(20%)**
- Maintain consistent communication with supervisors by participating in weekly staff meetings and individual check-ins, and relaying important information relevant to the community as directed by Housing and Residence Life. **(10%)**

- Facilitate educational conversations and engagement opportunities, such as collaborating with special interest houses on programming aligned with their goals, and addressing issues like litter and debris in the Student Neighborhood. (10%)

### **WHO IS ELIGIBLE TO LIVE WITH A STAFF MEMBER?**

Students requesting to reside with an RA/Fellow must be eligible for residence in the location of assignment based upon their regular standing for the housing selection process.

- Rising sophomores may live with staff in: South Quad (Campus South) or, East Stewart Gardens
  - Rising juniors and seniors may live with staff in: South Quad (Campus South), South Quad (Gardens), East Stewart Gardens, Caldwell, and the Student Neighborhood
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### **HOW CAN LIVING WITH A STAFF MEMBER IMPACT ME?**

Certain aspects of the RA or Fellow position can be a surprise to roommates who might not have a full understanding of the position. It is our hope that by sharing some of these additional expectations and responsibilities of HRL staff which you may not have considered as someone living with them, some conflicts can be avoided. As such, it is important to recognize the following:

- Staff are required to maintain the confidentiality of all students and staff, including roommates
  - Staff are required to report any violations of University Student Code of Conduct of which they are made aware or witness
  - Staff are required to report any possible violations of Title IX, including (but not limited to) any incident which is shared with them in private pertaining to sexual violence, harassment, or discrimination
  - Staff are likely to have residents visit them where they live at all hours of the day and night in the event that support or assistance is needed.
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### **ROOMMATE EXPECTATIONS**

Even though roommates of staff members are not employed by Housing and Residence Life, in order to be assigned to a space that is a designated staff apartment/house, Roommates living with the Staff Member *also* have certain responsibilities and expectations that must be met in order to maintain their housing assignment. Here are some things you should anticipate as a Roommate of a Staff person.

- **You will be required to complete a Community Living Agreement (CLA) and participate in a CLA meeting with a Graduate or Professional staff supervisor to discuss the expectations you and your roommate(s) have for living with one another.**
  - You are responsible for abiding by all rules within the Housing Contract and Student Code of Conduct, recognizing that the decisions you make within your housing assignment can reflect either positively or negatively on your roommate and Housing and Residence Life, as the space is a recognized staff apartment/house.
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## RESOURCES

While in most cases, residents within our community are directed to contact their RA or Fellow in the event that conflicts arise within residence, because your staff person is also your roommate, you may not always feel comfortable going to them to help you address concerns or their support may be a conflict of interest to you or others involved. As a result, you should know that there are other staff members available to be of support to you should you ever have any concerns.

The following individuals are available at any time, should you need them! Feel free to call or email, or set up a time to meet.

Area & Position	Name	Email (@udayton.edu)	Phone
Director of Residence Life	Amanda Virag	avirag1	937-229-3317
Area Coordinator for South Quad and Caldwell <i>(Includes Campus South, SQ Gardens and Caldwell Apartments)</i>	Sam Godby	sgodby1	937-229-3539
Area Coordinator for E. Stewart Gardens	Kevin Crane	kcrane1	937-229-4047
Community Coordinator for Student Neighborhood	Anna Wilhelm	awilhelm1	937-229-3520

## FAQS

### **Q: What if my roommate is terminated or resigns?**

**A:** Regardless of the reason for separation from the position, if a staff member is no longer employed, Housing and Residence Life will seek to fill the vacancy. Because staff assignment locations are intentionally predetermined, the individual hired to fill the vacant position of a roommate may be placed in your apartment/house and should be welcomed. Once we are alerted of a staff termination/resignation, we will reach out to all remaining roommates to inquire whether you would wish to stay in your assignment and welcome a new roommate or if you would like to review the current list of openings and potentially move to a new location. In the event that individuals have been placed in a special learning community (such as the GLLC or Substance Free Housing) solely due to living with a staff member and who did not submit an application to that community may be subject to relocation.

### **Q: Can I move in early, along with my staff roommate?**

**A:** Staff are required to return to campus early and are approved by Housing Assignments as part of the Early Arrival processes in order to participate in training. Roommates are not permitted to arrive on campus early or enter their residential space until their personally approved time and doing so could impact their Staff Roommate's employment if not reported.