

Resident Advisor Position Description

2023-2024 Academic Year

Resident Advisors (RAs) are full-time students who serve as paraprofessional staff members in Housing and Residence Life (HRL). Candidates are selected because of their maturity, leadership qualities, experience, commitment to creating an inclusive and welcoming environment, and interest in working with other students and staff. Guided by a residential curriculum, RAs are tasked with supporting students' educational, social, and personal development in their residential communities. RAs are responsible for promoting an environment conducive to individual rights and responsibilities and academic success. With guidance from Hall Directors (HDs) and under the direct supervision of an Assistant or Area Director, RAs complement the formal education process at the College by enhancing the quality of life in the residence halls. They are a vital and necessary link in the residential environment. As student staff members within the Division for College Life, they are the representatives of the College who deal most directly with residential students.

Community Development and Curricular Work

- Aid in the implementation of the residential curriculum guided by the five learning domains: Holistic Well-being, Sense of Belonging, Restorative Community, Transformative Justice, and Citizenship, and Career Readiness and self-development.
- Maintain positive relationships with each individual in respective residential communities (floors, halls, etc.).
- Establish and maintain an environment that is conducive to study, sleep, and positive interpersonal relationships.
- Plan, execute, and assess building programs and other curriculum-based initiatives (Door decs, bulletin boards, etc.)
- Conduct intentional conversations with residents.
- Support professional staff in the implementation of larger, campus-wide curricular initiatives.
- Connect residents to on-campus events and resources.
- Utilize digital and printed residential curriculum resources, including educational plans, facilitation guides, and the Community Building Tool (CBT).

Peer Education and Crisis Response

- Be available to support residents, within the limits of training and capabilities, on personal and academic issues.
- Maintain necessary confidentiality. Confidentiality is critical in developing and maintaining a trusting relationship between RA and their residents.
- Follow established expectations regarding mandated reporting and protocols (i.e., Title IX, Student of Concern, Bias/Hate/Discrimination).
- Make referrals when appropriate to the professional staff within HRL, Counseling Center, Dean of Students, Health Center, etc.
- Familiarize yourself with college and community services and refer students to these services.
- Conduct wellness checks with students when asked by professional staff members with appropriate follow-up when needed.
- Facilitate and encourage the development of suitemate and roommate relationships by coordinating the completion of the suitemate and roommate agreements.

Role Modeling and Conduct

- Serve as a positive student role model and appropriately reflect the college's values, objectives, and policies.
- Facilitate student awareness of college policies and regulations with appropriate interpretation and reporting.
- Assist students in upholding the rules and regulations of the College and residence halls.
- Encourage students to address interpersonal issues and mediate when appropriate.

- Conduct yourself in an impartial and unbiased manner when working with students.
- Monitor student behavior and enforce residence hall and college policies as outlined in the Student Policy and HRL Training.

Transformative Justice & Restorative Practices

- Fosters an environment where residents can explore and engage in personal identity development.
- Engages in restorative and educational practices to repair harm to self, others, and the community.
- Provides a safe environment for students to express their thoughts and feelings.
- Respects other identities, cultures, and values different from their own
- Develop residents' knowledge base of equitable communities and the roles that bias plays within them.
- Addresses acts of bias, harassment, and discrimination through reporting and working with professional staff.

Housing and Facilities

- Participate in events and programs sponsored by HRL and/or other departments, such as Through the Red Doors, Housing Lottery, and Open House.
- Utilize KRAKen and Master Keys appropriately.
- Be aware of the conditions needing repair and regularly report them to HRL.
- Report maintenance concerns to Plant Operations utilizing the Work Order System.
- Participate in opening and closing procedures during breaks and the start/close of the academic year.
- Report emergency repair work to HRL during office hours (8:30 a.m. to 5:00 p.m.) or Campus Safety after office hours.
- Assist with opening and closing room inventories of residence halls.
- Conduct roster verifications in a timely manner.
- MILE RAs complete property inspections twice per semester.
- Serve to safeguard the health and safety of residents by assisting with fire drills/alarms, maintaining proper fire safety habits, and prohibiting unapproved animals from being in the residence halls.

Administration

- Maintain professional dialogue and communication with HD, supervisors, and professional staff in both written and verbal communications.
- Participate in duty coverage of their building/area (MILE RAs do not participate in duty).
- Plan and facilitate floor, building, and/or community meetings as outlined in the Educational Plan to discuss information with your community.
- Distribute materials sanctioned by HRL to residents and/or post in community areas in a timely fashion.
- Attend weekly staff meetings with your HD.
- Attend weekly supervision meetings with your AD.
- Attend two professional developmental meetings with your HD per semester.
- Attend all training, including Fall, Spring, and four RA in-services throughout the year.
- Participate in the evaluation process once each year with the supervisor.
- Submit surveys, evaluations, and other assignments in a timely fashion.
- Plan and facilitate floor meetings at the beginning of the semester, before breaks, and when necessary to discuss community issues.
- Keep bulletin boards current with appropriate information and update door decorations when necessary.
- Be knowledgeable of the contents of the Student [Code of Conduct](#) and the [Student Policy and Information Guide](#).
- Request in writing to be away from campus for more than three days to your supervisor.
- Serve as a liaison between the students and HRL through the interpretation of College policies to students and sharing student opinions, attitudes, and actions with HRL.

Qualifications

- Be a current full-time student at Muhlenberg College.
- Be at least 18 years old by the start of employment as an RA.
- Must have sophomore student status by position start date.
- Engage in the selection and recruitment process while demonstrating a sense of care for others.
- Maintain a 2.5 GPA and cumulative GPA.
- Our RAs must model behavior in line with our student conduct policy by being in good disciplinary standing with the College.
- RAs cannot commit to more than 10 hours of outside commitments per week. These are research assistantships, internships, extracurricular involvement, practicum experiences, paid employment, etc. This rule ensures we can support our RA work-life balance and time management in their role.
- RAs must fully participate in training when those dates are finalized unless otherwise excused.
- May NOT serve as an Orientation Leader or Lead Orientation Leader

Placement and Compensation

Based on the department's need, RAs may be placed in a traditional residence hall community or MILE Village/Neighborhood property. Individuals working in the MILE Village/Neighbors will be allowed to bring in roommates of their choice (Please see MILE RAs with Roommates for specific details). Preferences will be requested during the application process; however, we cannot guarantee that all preferences will be met. If you have any documented medical condition(s) that would impact your housing placement, please reach out to Katie Shelley (kateshelley@muhlenberg.edu) before January 31st, 2023. Please note that you will be required to provide documentation and be approved by the Special Housing Request Committee as part of this housing placement. If you have any questions about this process, please contact housing@muhlenberg.edu for more information.

RAs will be compensated for their work in the department. RAs will receive compensation in 3 paychecks per semester around the 15th of September, October, November, February, March, and April. RAs can also receive their compensation through a tuition credit. It is important to talk with your financial aid officer regarding your compensation's best course of action.

- RAs who serve in a traditional residence hall will receive the following:
 - \$3,892.50 per semester
 - Free Parking Pass
 - RAs are also assigned but are only charged the standard room rate for this housing. If an RA has roommates, this rate reduction only applies to the RA, not roommates.
- RAs who serve in the MILE Village/Neighborhood will receive the following:
 - \$2,365.00 per semester**
 - Free Parking Pass
 - MILE RAs are also assigned to a single room in an apartment but are only charged the double MILE room rate for this housing. This rate reduction only applies to the MILE RA and not their roommates.

MILE RAs do not participate in duty rounds or on-call responsibilities like RAs in traditional halls. Therefore, the stipend for MILE RAs is less than that of traditional hall RAs to reflect the difference in job responsibilities.

RA with Roommates

- The occupancy of the designated staff suite/apartment is contingent on the RA's continued employment for the 2023-2024 academic year. Should the staff member and/or HRL end their

employment prior to or during the academic year, their suitemates will be re-assigned by the Office of Housing and Residence Life.

- Suitemates can be removed at any time at the discretion of the Office of Housing & Residence Life for violations of any College policy while living with a MILE RA/MILE HD.
- If it is determined that the RA and suitemates can no longer be roommates, the RA will not be asked to leave the suite or apartment unless they do not remain in the position, so the suitemates would be relocated.

Important Dates and Events:

Please note that some of these dates are tentative and may be revised based on the academic calendar or changes by campus partners. It is expected that all RAs are present for the following dates and events. RAs are expected to communicate scheduling concerns at least one week in advance, barring emergencies. Requests to be released from specific events will be viewed on a case-by-case basis giving priority to personal health, academics, and emergencies. A full list of dates and events will be presented to the staff during the Fall 2023 Training.

Training

- Student Staff Kick-Off/Signing Day - April 9, 2023, from 2:00 PM-3:30 PM
- Fall Training (TENTATIVE DATES) - August 11, 2023 - August 23rd, 2023
- Winter Training (TENTATIVE DATES) - January 12, 2024 - January 15, 2024

Openings/Closings

- First Year Move In Day - August 24, 2023
 - Brown, Prosser, Walz RAs in the buildings
 - All other RA will work check-in table
- Upperclass Move-In Days - August 26 through August 27, 2023
 - Benfer, Brown, East, ML, MILE, Robertson, South, Taylor in the buildings
 - All other RAs will work check-in table
- Spring Closing -Friday, May 10 through Saturday, May 11, 2024
 - RAs may begin closing inspections starting on Friday, May 3, 2023 after residents have vacated their space.
 - RAs will be released no later than 12 pm on Saturday, May 11, 2024

Breaks

- Fall Break - While the campus is on break, the residence halls do not close. It is expected that RAs continue regular duty coverage during this time.
- Thanksgiving Closing - Tuesday, November 21, 2023
 - RAs will inspect buildings/rooms between 4 pm and 8 pm
 - RAs will work with their staff to have members come back on Sunday, November 26th between 10 am and 10 pm to assist with lockouts.
- Winter Break - Friday, December 15, 2023 -Saturday, December 16, 2023
 - RAs may begin closing inspections starting on Friday, December 9, 2023 after residents have vacated their space.
 - Ras will be released no later than 12 pm on December 16, 2023
- Spring Break - Friday, March 8, 2024
 - RAs will inspect buildings/rooms between 4 pm - 8 pm
 - RAs will work with their staff to have members come back on Sunday, March 17, 2024 between 10 am and 10 pm to assist with lockouts.

Special Housing and College Events

- RA Recruitment and Selection Group Process - (TENTATIVE DATES) January 29, 2024 - February 16, 2024
 - RAs will not need to be present for all those days
- Housing Lottery - April

- Through the Read Doors - April