MIDDLEBURY COLLEGE POSITION DESCRIPTION (2026-2027)

Position Title: Resident Assistant (RA)
Department Name: Office of the Dean of Students

Primary Purpose:
Resident Assistants (RAs) at Middlebury College serve as leaders in their community, cultivating a culture of personal responsibility and community engagement among their peers. RAs are expected to forge personal connections with the residents in their hall, be in regular contact with their supervisor, and communicate with the Residential Life team about student issues. RAs must have a concrete understanding of the network of available resources on campus and a willingness to connect students with those resources.

All ResLife student staff members must act as positive role models – working to create, facilitate, and help maintain safe and supportive living and learning environments conducive to individual student growth and community development. A proactive approach to working within a residential community is of foremost and critical importance. Cultivating positive, healthy relationships with one's residents from day one is key to this proactive approach. While student staff members are responsible for responding to problems as they arise, they must first work to build an inclusive and supportive community in which individuals respect each other's rights, property, and values.

Responsibilities:

Student Contact/Communication
RAs' main role is to connect with residents. Throughout the academic year, RAs will:

- Get to know residents on the floor/building
- Be visible and available on the floor and in the residence hall
- Make themselves available to residents to assist with questions or concerns
- Lead regular hall/floor meetings and community circles
- Follow up on resident and community concerns and facilitate conversations as needed
- Meet with residents one-on-one throughout the year
- Communicate with residents on behalf of Residential Life
- Inform residents of campus events and announcements
- Share confidential information concerning students only with appropriate college staff
- Balance free expression with being supportive, available, and open to all residents, regardless of viewpoints

Mentoring
RAs serve as mentors to first-year and sophomore students. Throughout the academic year, RAs will:

- Support students on both an academic and personal level
- Connect students with academic support resources on campus
- Get to know residents and connect them with activities/groups/clubs on campus
- Support students in the transition to college

Community Building
RAs should connect their residents to the wealth of opportunities offered on campus and within their own community. Throughout the academic year, RAs will:

- Strive to develop an inclusive community, that promotes individual responsibility, mutual respect, and protects the individual rights of residents
- Make students feel welcome in the community by creating personalized door decorations at the start of the academic year (and when students move into your community)
- Actively support community and Residential Life events, and assist as required
- Schedule formal and informal floor/hall meetings throughout the academic year
- Inform students of events taking place, especially supporting weekend activities
- Create, plan, and facilitate proactive monthly community building events and activities for residents and as a response to community concerns
- Schedule dinners with residents throughout the academic year

Health, Safety, and Community Management
The health, well-being, and safety of students is our primary concern. RAs contribute to this work by fostering community and supporting individual students. Throughout the academic year, RAs will:

- Work together as a team to help support the health and safety of residents and foster a healthy and respectful living environment
- Conduct wellness check-ins with residents as needed
- Participate in community weekend coverage (may include Thursday/Friday/Saturday nights) and report policy violations in duty log
- Connect residents to appropriate resources promptly
- Utilize the RD on call, Department of Public Safety, etc. in emergent situations
- Communicate concerns to the Residential Life team
- Foster students' accountability in relation to personal health, and safety concerns
- Report facilities issues (including residence hall damage) to Facilities, supervisors, and submit work orders as needed
- Follow emergency procedures in an appropriate and responsible manner
- Conduct fire safety checks
- Conduct room checks

Residential Standards
Throughout the academic year, RAs will:

- Conduct themselves in accordance with college policies and behave in a manner that supports the mission and values of Residential Life.
- Educate residents about residential and general college policies and refer as needed
- Establish community standards by which all floor/building residents agree to abide
- Communicate and uphold residential standards and expectations regarding cleanliness (e.g., dishes, trash, and other obstructions in the hallways, etc.), safety (e.g. avoiding and eliminating fire hazards, egress issues, etc.), noise, and behavior (including illegal drinking, drug use, etc.)
- Enforce noise standards: establish and articulate clear expectations regarding noise and noise complaints and resolve immediate problems (including intervention on noisy rooms and/or parties), and follow up as necessary

- Establish and communicate residence hall expectations surrounding in-room social gatherings and resolve issues as necessary
- Work with your supervisor as necessary on specific issues that may arise in the residence hall

Residential Life Training and Staff Development
RAs return to campus early for extensive staff training in August. Attendance at and participation in the entirety of Fall Training is mandatory for all staff who are not studying abroad/on a leave of absence. Payment for training is included in the payment of your first semester of work, but not paid out separately. Because of the time demands of the Fall Training schedule, ResLife staff are not able to participate in other fall leader training programs/serve in other student leader roles (such as Orientation Leaders, First@Midd Mentors, International Student and Scholar Services Peer Arrival Leaders, MiddSafe Advocates, Mental Health Peer Educators, and SPECS Peer Educators, etc.) that have overlapping training schedules or responsibilities prior to the start of classes. Additional training sessions will also be required throughout the year. Throughout the academic year, RAs will:

- Participate in ongoing monthly staff training and development during the term of appointment
- Attend weekly staff meetings to discuss resident and building concerns, current campus information, staff issues and concerns, and programming initiatives
- Attend biweekly individual one-on-one meetings with your supervisor to discuss support, student concerns, issues affecting your floor/building, job performance, and any personal concerns that you or your supervisor would like to address

Orientation, Move-In, and Closing
ResLife Staff members assist with Fall and Feb Orientation and Move-in for new and returning students and will be expected to stay on campus through finals each semester to assist with closing. All ResLife staff members will:

- Be present on campus for fall move-in dates and entire orientation program
- Assist with fall move-in for pre-orientation groups and new students, as well as check-in for returning students
- Welcome new students, help them navigate campus, co-facilitate community-building circles, meetings, and group activities, and participate in orientation programming as needed as peer mentors and campus leaders
- Remain on campus through finals each semester until Res Halls close to help check spaces and close rooms

Working Relationships
Throughout the academic year, RAs will work with the Residential Life team and other College staff to understand and support each other, provide each other with feedback, and establish a positive atmosphere in the community and buildings.

Stipend (tax eligible):
$9,600
Typically credited in three payments, once in the fall semester, once in the winter term, and once in the spring semester. Payments are managed in partnership with GMHEC and typically take 2-3 weeks processing time after the start of classes each term/semester.

Updated: Nov. 2025