MIDDLEBURY COLLEGE POSITION DESCRIPTION (2027-2028)

Position Title: Head Resident Assistant
Department name: Office of the Dean of Students

Primary Purpose
Head Resident Assistant (HRA) is an opportunity to develop and grow as a prominent student leader on campus and within our residential communities. HRAs will cultivate exemplary skills and gain leadership experience that will be valuable in their educational and professional careers. HRAs serve as staff mentors and collaborate with Resident Directors (RDs) to help manage ResLife staff through community building, team development, peer accountability, and staff support. HRAs are expected to forge personal connections with the staff and residents in their area, be in close contact with their supervisor, and have a comprehensive understanding of resources on campus.

HRAs 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 and staff members from day one is key to this proactive approach. While HRAs 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.

HRA Responsibilities:

Staff and Team Development
- Provide leadership, motivation, and support to ResLife staff/team
- Under the direction of the professional staff, collaboratively supports/assists with the supervision of the ResLife staff. This requires the HRA to be the liaison between the professional staff and the ResLife staff
- Create, coordinate, and oversee the staff duty schedule
- Work with Residence Director to help plan and lead weekly staff meetings, and prepare any materials (as needed)
- Encourage staff feedback and discussion regularly, and be receptive to feedback and suggestions from staff members
- Oversee resident door decorations, and follow up with staff regarding feedback, deadlines, etc
- Plan, create, and collaborate on content for newsletters and/or social media
- Delegate and explain tasks and projects from the supervisor to the staff members
- Address, confront, and mediate staff conflicts in collaboration with the supervisor
- Report staff performance concerns to supervisor
- Provide performance feedback and recognition to staff members
- Plan and implement 1-2 staff development/team bonding activities each term
- Attend monthly HRA staff meetings (avg. 2-hour meeting) and weekly one-on-one meetings with supervisor (allow 30 minutes)
- Assist with staff selection, training, and development
- Serve as a role model for staff and residents at all times

- Establish and maintain relationships with residents by being available and approachable in the residence hall
- Communicate regularly with supervisor and College administrators
- Maintain a positive attitude and support for Residential Life and Middlebury College while working as an agent of the College
- Foster communication and community among residents and fellow staff members
- Be knowledgeable about resources on campus and refer students appropriately
- Visibly role model academic success skills, including time management.
- Complete all administrative paperwork required in a timely and professional manner
- Assist with and attend Hall Opening and Hall Closing each term
- Conduct room checks when students are moving in and out of rooms as needed
- Work and collaborate with other offices on campus, including, but not limited to, Facilities, Public Safety, Anderson Freeman Center, Prism Center, Health Center, Health & Wellness Education, Counseling, Community Standards, CCI, and the CTLR
- Adhere to the privacy policies and procedures regarding student information.
- Attend and co-facilitate mandatory Residential Life trainings and all-staff meetings
- Other duties as assigned

In addition to the HRA roles and responsibilities, the roles and responsibilities of the RA component of their position are:

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 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
- 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, PEAR or 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 weekly 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 the 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.

Eligibility

In order to be eligible for the Head Resident Assistant position, candidates must meet the following requirements:

- Have at least one year's experience as a Residential Life staff member (preferably as an RA).

Stipend (tax-eligible):

$12,750

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 to process after the start of classes each term/semester.