University Housing & Dining Job Description
Title: Resident Assistant (RA)

**Basic Function and Responsibility**
Resident Assistants serve in a required live-in position to assist in the day-to-day operations and develop an inclusive Living Learning Community for residents of a specific residence hall. This is a 10-month position from August 3, 2016 – May 14, 2017, and requires an average of 20-hours a week. Hours will vary, and include night and weekend hours. RA positions are one-year academic appointments. Current RAs must re-apply each academic year to be considered for an RA position.

**Characteristic Duties and Responsibilities**

**Community and Individual Development**
- Create a positive and welcoming environment for all residents.
  - Maintain an atmosphere conducive to academic focus, self-discipline, and student success.
  - Build relationships (individually and in groups) with residents by being visible and available.
- Demonstrate commitment to the development of a Living Learning Community (LLC) in association with campus and community partners through creating and implementing programs that support the theme of the LLC and encourage residents to be active participants.
- Stay informed of resident concerns, serve as an advocate, and report concerns to a supervisor in a timely manner.
- Develop, implement, and present community development activities, late night programming, and learning initiatives for residents as a part of the Community Development Model.
- Be knowledgeable and follow University and departmental policies and procedures; and help residents to understand these policies and procedures.

**Commitment to Diversity and Social Justice**
- Support the University of Iowa’s expectations on diversity, the Division of Student Life’s Multiculturalism and Diversity Initiatives, and the University Housing & Dining’s [Statement of Community and Diversity](#).
- Conduct yourself in an honest, conscientious, courteous, and professional manner at all times, showing respect for persons of all backgrounds, races, sexual or affectional orientation, gender identity, religion, abilities, etc.
- Educate residents on these policies and expectations.
- Serve as an ally and advocate for students within the Residence Halls.
- Appropriately confront students who are not showing respect for all people.
- Report inappropriate behavior to a supervisor in a timely manner.

**Decision Making and Critical Thinking**
- Adhere to University and departmental policies as well as all local, state, and federal laws.
- Support, communicate, confront, enforce, and document violations of University and departmental policies.
- Assist residents in concerns that may arise and provide referrals to appropriate resources.
- Participate in the On Call Duty Rotation, on primarily evenings and weekends, for specific buildings.
  - Be able to effectively respond to emergencies and problems, including maintenance issues.

**Interpersonal Skills and Leadership**
- Be a positive role model by promoting an environment that encourages consideration, academic success, privacy, cooperation, and community development.
- Develop and maintain appropriate personal connections with residents utilizing early intervention tools.
- Communicate effectively and create collaborative and positive relationships with campus and community partners, staff team, staff within University Housing and Dining, and residents.
- Serve as mediator and address conflicts when necessary.
- Empower residents to make healthy decisions in all aspects of wellness by being a resource and a role model.
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Administrative Duties
- Fulfill a variety of administrative responsibilities in a timely manner.
- Participate in weekly staff meetings, meetings with supervisor, training workshops, annual performance evaluation process and other departmental communication.
- Be present and assist with opening the building in August and closing the building in May; and at semester and extended break periods.
- Remain on-campus over breaks (Fall/Winter/Spring) as assigned, for which additional compensation will be provided.
- Assist in maintaining an acceptable level of appearance of the interior/exterior of the building and grounds.
- Assist in recruitment and selection of new RAs, Hall Coordinators, Residence Education Coordinators, etc.
- Perform other duties as assigned.

Supervision Received
General supervision is received from Hall Coordinator, Assistant Hall Coordinator, or other designated official.

Qualifications
- Must be current University of Iowa full-time student.
- Must have one year of on-campus living experience at time of employment.
- Must maintain a minimum GPA of 2.5 each semester during the term of employment.
  - For each semester of employment, RAs must achieve a minimum of 2.0 semester GPA.
  - RAs must pass 70% of all credits attempted each semester.
- Must be in good conduct standing with the University.
- Attend mandatory spring training (April 17, 2016), pre-fall training (August 3 – 12, 2016), and winter training (January 13-14, 2017).
- Must be available to work during Opening Week and On Iowa! (August 13 – 20, 2016).
- May not hold other campus employment during academic year term of RA appointment.
- Enroll, attend, and successfully complete a six week introductory RA Class (Issues in College Residence Halls: 415:001). The course meets one day a week for two hours for an optional one credit hour.
- Demonstrate the following qualifications:
  - Excellent verbal and written communication and organization skills.
  - Ability to effectively work with a diverse population and adjust to challenging situations.
  - Reasonable experience in using computers; including Word, Excel, and e-mail.
  - Ability to show responsibility for own time-management.
- Must successfully complete a criminal background check.

Compensation and Housing
- Single room in residence hall or apartment as assigned.
- Stipend of $5,000 prorated over a 10-month employment period, plus full meal plan, and $100 Hawk Dollars per semester.

The University of Iowa is an equal opportunity / affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.