UI REACH Program Job Description

Title: UI REACH Resident Assistant
The University of Iowa REACH Program, a two-year, transition certificate program for students with multiple learning, intellectual, and cognitive disabilities an opportunity to benefit from an integrated collegiate, living-learning experience. Students are develop the skills necessary to be independent members of the community. UI REACH students live on campus in Stanley Hall. With support from UI REACH staff, students improve their daily living skills, get involved in campus life, and interact with their undergraduate peers. UI REACH students participate in courses and develop vocational skills through internships with local businesses.

Basic Function and Responsibility
Required live-in position to assist in the day-to-day operations and develop community among 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 but include night and weekend hours. RA positions are one year academic appointments. Current RAs must re-apply each academic year to be considered for a RA position.

Characteristic Duties and Responsibilities

- Create a positive and welcoming environment for all residents moving to the assigned floor. Assist residents by being accessible and acclimating them to the residence hall and campus.
- Get to know residents (individually and in groups) by being visible and available. It is expected that UI REACH RAs be in their assigned room and available for residents on a frequent basis.
- Develop and maintain appropriate personal connections with UI REACH students through community development efforts and regular informal interactions.
- Stay informed of resident concerns, serve as an advocate for those concerns, and communicate concerns to UI REACH and University Housing staff in a timely manner.
- Be knowledgeable about University, UI REACH, and University Housing & Dining policies and procedures; and help residents to understand the policies and procedures. Support, communicate, confront, enforce, and document violations of University, University Housing & Dining, and UI REACH policies and procedures.
- Support the University, University Housing & Dining, and UI REACH Program’s expectations on diversity, including confronting inappropriate behavior/comments professionally. Report inappropriate behavior to a supervisor in a timely manner.
- Serve on-call for the UI REACH community one day per week and one weekend per month.
- Be able to effectively respond to emergencies and problems (including maintenance), primarily evenings and weekends.
- Serve as a mediator and resolve on-the-spot conflicts when necessary, as trained. Assist residents in resolving housing and general problems and refer to appropriate services.
- Develop and implement community interactions and activities for residents. Support and attend other departmental and University sponsored events.
- Be present and assist with UI REACH move-in and orientation in August and closing the building at semester and extended break periods.
- Maintain atmosphere conducive to academic focus, respect, self-discipline and student success.
- Fulfill a variety of administrative responsibilities including paperwork and meeting deadlines.
- Develop a collaborative working relationship with UI REACH staff and all University Housing staff in areas of mutual interest for the residents and hall(s).
- Assist in maintaining an acceptable level of appearance of the interior/exterior of buildings.
- Assist in recruitment and selection of new UI REACH RAs.
- Attend training workshops, disability education activities, and weekly staff meetings.
- Attend regular meetings with the Hall Coordinator and the UI REACH Coordinator for Student Life.
- Perform other duties as assigned.
Responsibilities unique to the 4 UI REACH Resident Assistant positions include, but are not limited to:

- Provide leadership to a small community of young adults with learning, intellectual, and cognitive disabilities and model positive interactions.
- Empower UI REACH students to increase independence, engage in positive interactions, and use problem solving skills.
- Implement strategies that promote individual growth.
- Build community among UI REACH students and undergraduate students on floor.
- Monitor curfew check-in.
- Support the students in daily living and social skill development.
- Collaborate with University Housing and UI REACH Program staff.

Supervision Received

General supervision is received from the UI REACH Coordinator of Student Life or other designated official.

Qualifications

- Must be a current University of Iowa full-time student. 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. Each semester of employment, RA 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 University Housing & Dining with no alcohol or drug related charges.
- Attend mandatory spring (April 17, 2016), pre-fall (August 3 – 12, 2016) and winter (January 13-14, 2017) training workshops.
- Must be available to work during UI REACH move-in and orientation (August 19-August 21, 2016).
- Enroll, attend, and successfully complete a 6-week Introductory RA Class (Issues in College Residence Halls: 415:001). The course meets one day a week for an optional 1 credit hour.
- As a condition of employment the RA must reside in a University Residence Hall.
- May not hold other campus employment during academic year term of RA appointment.
- Excellent verbal and written communication and organization skills.
- Ability to effectively work with a diverse population and adjust to challenging situations.
- Have an interest and/or experience in working with individuals with disabilities.
- Reasonable experience in using computers; including Word, Excel, and e-mail.
- Ability to show responsibility for own time-management.
- Creative and self-motivated individual with demonstrated leadership experience.
- Must successfully complete a criminal background check.

Compensation and Housing

- Single room in residence hall 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.