

SENIOR RESIDENT ASSISTANT POSITION DESCRIPTION | 2016 – 2017

Gessner / Irwin / New Living Center

The Gessner/Irwin/NLC Senior Resident Assistant (SRA) position is an undergraduate position with responsibility for the development of a community atmosphere in the living area of 100-190 residents. The Gessner/Irwin/NLC Senior Resident Assistant coordinates and advises student personnel functions of the living area. In addition, the Gessner/Irwin/NLC SRA manages the operations for the living area and assists the Area Coordinator (AC) with the coordination of the physical maintenance of the living area with the University Maintenance staff.

Qualifications

- *At least one year of residential hall living and staff experience.*
- *Must be in good standing with Baker University.*
- Full-time enrollment at Baker University with at least 60 or more credit hours.
- A minimum cumulative grade point average of 2.8.
- Excellent interpersonal and managerial skills.
- Ability to work during vacation periods (Fall Break, Thanksgiving, Christmas, Spring Break, Easter) and interterm as required.
- Additional employment, internship, or student teaching responsibilities while a staff member must be approved by the Dean of Students and Residence Life Coordinator.

Duties at the Resident Assistant Level

- Senior Resident Assistants will be responsible for all duties outlined in the Resident Assistant position description (see RA duties on back of page).

Duties at the Senior Resident Assistant Level

- Assist with RA training through Behind Closed Doors event and other presentations.
- Remain on campus after students have checked out to inventory and close building.
- Hold weekly staff meetings with RA team and hold monthly individual meetings with each RA in coordination with AC.
- Expect to have one duty night per week and one duty weekend per month as a member of Senior Staff.
- Oversee the creation of the RA duty schedule, and provide the Area Coordinator with the duty schedule for his/her building.
- Supervise office operation, including key control, inventory upkeep, office forms, and work order tracking.
- Provide an organized check in/checkout procedure including inventory forms, damage billings, and key control.
- Oversee the duty procedures in your hall, including the rounds, duty logs, and informational and incident reports required of staff.
- Evaluate and track the quality of hall staff, assuring that rounds and all other responsibilities are being done satisfactorily.
- Produce a hall monthly activity calendar, listing hall programs & upcoming events, & provide this calendar to the AC, Dean of Students, and Coordinator of Residence Life.
- Oversee building hall staff as everyone works together to plan 5 total all-hall programs during the academic year.
- Review online RA weekly reports and submit online SRA weekly hall report by Sunday at 5 pm.

Compensation

- Irwin/Gessner/NLC Senior Resident Assistants will be supplied with a SINGLE room with no roommate when the hall is officially open.
- Proposed remuneration (\$2,100) is divided into nine equal installments. Purchase of a meal plan is required for those SRAs in the halls.

Duties at the Resident Assistant Level

- REQUIRED PARTICIPATION in two week training workshop before the start of school in the fall and additional training in the spring.
- **IF NEW TO STAFF: Must enroll in and successfully complete the Resident Assistant course in the fall semester (time and date TBA)**
- Will not be able to participate in an off-campus interterm without previous approval from Dean of Students and Residence Life Coordinator.
- Check Baker University email daily, and respond to all emails and communications (phone, text, etc.) in a timely manner.
- Register Baker email and personal cell phone with B-Alert emergency notification system.
- Serve as a liaison with the Office of Student Affairs and as a representative of Baker University at all times.
- Be a contributing member of the Residence Life Staff team, cooperating with the other staff, the Office of Student Affairs, Baker University offices, and Baldwin City officials.
- Assist in preparation of the building for student check in/check-out processes.
- Assist in mediating roommate problems by completing roommate agreements and facilitating discussion between the residents.
- Serve as a positive role model for residents.
- Document unacceptable behavior among residents and provide incident and informational reports to the AC within 24 hours of the incident.
- Assist in the reporting and tracking of work orders, assuring that needs in rooms are being met.
- Attend monthly in-service meetings and serve on a Residence Life committee.
- Assist in identifying needs among staff so that specific in-service training sessions can be established.
- Participate in the promotion, interviewing, selection, and placement of new undergraduate Residence Life candidates.
- Check hall mailbox in Union weekly, and post any provided signs in a timely manner.
- Respond to emergency calls on campus and refer the problem to the Area Coordinator, Administrator on-call, Campus Safety, or 911.
- Perform all functions of designated weeknight duty and designated rotating weekend duty.
- Hold floor/building meetings to keep residents advised of changing policies, programs, and happenings on campus.
- Supervise and assess floor environment, physical floor needs, and individual resident needs.
- Assist in room moves by proper inventory control, key exchange, and housing paperwork updates.
- Be available in the hall and on your floor for the residents by having an open-door policy, and on nights when duty or backup duty is required.
- Be an active listener, remain in touch with residents, facilitate problem solving, and refer students with problems to the appropriate offices.
- Encourage academic success and the maintenance of an atmosphere conducive to learning throughout the entire hall.
- Assist in crisis intervention and student conduct management for the hall.
- Prepare and implement at least 9 programs a year for your specific floor or wing using the programming model.
- Create monthly educational bulletin boards in your assigned hall, to be completed by the first of each month.
- Create door decs for all residents in your assigned hall twice each semester
- Encourage and support both staff programming and all-hall programming by being a resource person and attending the events.
- Work with other residents and staff to develop programming for academic, cultural, recreational, and social enrichment of the community.
- Complete all other duties and tasks as assigned by the Area Coordinator, Dean of Students, and Residence Life Coordinator.
- Abide by all policies in the Student Handbook and Code of Conduct.