

**UNIVERSITY OF WISCONSIN – STOUT
DEPARTMENT OF UNIVERSITY HOUSING
RESIDENT ADVISOR POSITION DESCRIPTION**

DESCRIPTION:

The Resident Advisor is responsible for supporting students in their personal and academic development, providing peer assistance, facilitating positive floor/cube communities, providing intentional community building activities, supporting hall government, providing educational & developmental opportunities, enforcing policies, implementing administrative operations, and participating in hall and departmental assignments. Resident Advisor responsibilities vary depending on the type of students and living environments in the different residence halls. RAs in First Year Experience halls spend significant time with their residents, particularly during the first eight weeks of the fall semester. RAs in the Next Experience halls are expected to interact personally and build positive relationships with their residents and communities, serve as resources, and focus on residents' continued success in college and preparation for career and life. RAs in the suite-style Red Cedar Hall have the largest RA to student ratio and work primarily with upper-class students. Therefore, while Red Cedar RAs are expected to know their residents and provide assistance as required, for example, help mediate suite-mate conflicts and respond to crisis situations, their role is more focused on duty and administrative tasks.

SPECIFIC RESPONSIBILITIES:

1. Regularly initiate personal interactions with residents. Present an approachable and available attitude to residents, guests, and colleagues. Listen to and assist students and refer them to other university agencies as appropriate. *(minimal for Red Cedar RAs)*
2. Role model positive academic performance and appropriate behavior.
3. Assist residents with academic information and resources and promote a study atmosphere on the floor.
4. Promote social and developmental learning opportunities and events with residents. Support hall events and encourage resident involvement in other campus and community events. *(minimal for Red Cedar RAs)*
5. Develop and maintain a positive community atmosphere on the floor and in the building. Provide intentional community-building activities including, but not limited to, bulletin boards, informal gatherings, and coordinated events that encourage interpersonal relationships. Promote and facilitate floor meetings, individual and group meetings, and activities aimed at fostering communication, mutual respect, cooperation, and concern for all members. *(minimal for Red Cedar RAs)*
6. Identify, assist, and collaborate with floor leaders through floor meetings, activities, and community building opportunities. *(minimal for Red Cedar RAs)*
7. Orient new students to the campus and residence hall and support the campus Orientation program. Facilitate activities for new residents. Encourage floor members to welcome and involve new residents in activities and the daily life of the community. *(minimal for Red Cedar RAs)*
8. Attend, and encourage residents to attend, hall leadership committee meetings and hall functions.
9. Support residents in their personal development including, but not limited to the following areas and skills, identity, self-esteem, decision-making, self-responsibility, confrontation, conflict resolution, and respect for differences.
10. Promote diversity and inclusiveness in community environments, events, and other educational experiences.
11. Inform residents about community living standards and residence hall and university policies. Assist the residents in developing a sense of responsibility for themselves and the living environment. Educate residents in holding themselves and others accountable for their behavior. Enforce policies; confront and follow-up with residents after incidents. Inform the Residence Life Coordinator about student behavior problems. Complete incident reports thoroughly and promptly.
12. Develop and maintain a positive working relationship with the building custodial and maintenance staff and support their efforts in maintaining a clean living environment.
13. Share duty responsibilities with other staff members on a rotating basis and complete all duty tasks including rounds and securing doors. When on duty maintain visibility with residents from the start of duty through 12:00 midnight. Respond to all campus service officer requests between 12:00 midnight and 8:00 a.m. (weekdays) and 9:00 a.m. (weekends). Remain on campus and assume weekend duty responsibilities as designated by the contract and the hall manager and Residence Life Coordinator. Recognize that all training periods and the opening and closing of the buildings are high profile times during which an RA's presence is required.
14. Complete administrative operations including, but not limited to, maintaining and communicating information about room consolidation, opening and closing the building, as well as other tasks outlined by the Hall Manager or RLC.

15. Disseminate information to residents through the most effective methods including, but not limited to, floor meetings, personal communication, signs, posters, email, Facebook, Twitter, and other social media.
16. Participate in meetings with the hall manager, RLC, including staff meetings, committees, staff development activities, and training. Foster positive relationships with other staff members.
17. Maintain a safe physical environment. Respond to events that affect the aesthetics and safety of the environment. Implement emergency procedures as needed. Assist in evacuating the building when directed to do so by the Hall Manger or RLC.
18. Perform Desk Assistant duties at hall front desk for 2-4 hours per week.
19. Attend and participate in campus programs and activities particularly those co-sponsored by the department.
20. Perform other duties as assigned.

MEETING TIMES: University Housing will have staff meetings each Wednesday from 7:00-8:30 p.m.

QUALIFICATIONS: An RA must be enrolled at the time of employment and must have an earned cumulative GPA of 2.5 or higher. Candidates must be either currently enrolled or accepted into a degree program. Preference is given to candidates with residence hall living experience.

SUPERVISION: The Hall Manger and Residence Life Coordinator co-supervise the Resident Advisor.