The Resident Assistant (RA) position plays a crucial role within the Residential Life Office. RAs are selected for their ability to facilitate a sense of community among residents, uphold the residence hall policies, and serve as a resource to their residents. The Residential Life program at Trinity University utilizes Arthur Chickering's Theory of Identity Development and Schlossberg's Theory as a theoretical foundation and exists as an integral part of the educational program and academic support of the institution. RAs aid in meeting the mission of the department, and the quality of their effort directly affects the quality of life of members of the University community. Though duties may vary according to need, serving as a member of the Residential Life team includes, but is not limited to, the following responsibilities:

I. SPECIFIC REQUIREMENTS

• Have at least sophomore standing with no less than one year of on-campus living experience.
• Maintain a minimum cumulative GPA of 2.7. Students must be in good academic standing during the year.
• Participate in both Spring Orientation and the entire Fall Training.
• Fulfill the responsibilities outlined in the RAs position description

II. COMMUNITY DEVELOPMENT

• Create welcome door signs for residents and approve any budget with your Residential Life Coordinator (RLC).
• Know each floor/hall resident by first and last name and room location; maintain regular contact and communication with each resident.
• In addition to formal programming, be available and willing to talk with residents about concerns, interests and needs, utilizing time outside of required programming (i.e., intramurals, dining together, etc.).
• Acquaint residents with on campus student services and make referrals accordingly.
• Attend and encourage resident participation in hall and campus activities, such as public lectures, student organization events, athletic events, intramurals, and concerts.

III. PROGRAMMING

• Assist in planning, support, and promotion of department-sponsored programs and activities.
• Discuss all programming or community building ideas with your RLC by set deadlines.
• Meet all programming deadlines (Conversations of Care, Active Program Plans, etc.).
• Receive budget approval prior to making any purchases for a program.
• Adhere to the Residential Life programming model. Area-specific guidelines and calendars will be distributed during RA Fall Training.

IV. PEER ADVISING
• Identify and assist residents with personal, social, academic, or health related concerns. Keep your RLC informed, sharing information and discussing responses to such concerns.
• Communicate in peer advising situations that you cannot promise strict confidentiality; you may be compelled to discuss the matter with a member of the professional staff.
• Utilize helping skills to assist in the resolution of student concerns, making referrals as appropriate.
• Guide first-year and transfer residents throughout New Student Orientation. RAs will be required to attend New Student Orientation and Welcome Week programming as directed by professional staff.

V. ROLE MODELING
• Lead with integrity: You’re always an RA- even when you’re not on duty, even when you’re off campus.
• Role model appropriate behavior not only to residents but also to other staff members both on and off campus.
• Abide by all local, state, and federal laws.
• Abide by all University policies throughout the residence halls.

VI. STUDENT CONDUCT
• Know and communicate all University and residence hall policies.
• Cooperate with other staff members to fairly and consistently enforce policies in order to maintain a safe living environment conducive to learning.
• Enforce policies consistently among all residents, regardless of personal relationships.
• Inform your RLC promptly of all policy violations and disciplinary issues.
• Understand and articulate the role and procedures of Student Conduct Panel and administrative hearings.

VII. ADMINISTRATIVE DUTIES
• Follow all P-card usage regulations (e.g. using tax exempt forms, submitting itemized receipts, etc.).
• Work cooperatively and respectfully with fellow RAs (e.g. ad hoc committees, joint programs, providing assistance during incidents, etc.).
• Assist with the opening and closing of residence halls each semester and break as directed by the Assistant Director for Housing Operations.
• Report any facilities or housekeeping emergencies in the residence halls.
• Communicate in a respectful and timely manner any requests for nights off or conflicts with Residential Life commitments.
• Conduct Health and Safety checks once each semester.
• Assist Environmental Health & Safety with fire drills once each semester.
• Assist the Residential Life Office with the RA selection process, training of new staff, room changes, etc.
• Check RA mailbox two to three times per week.
• Keep your bulletin board(s) neat and up to date at all times.
VIII. TIME COMMITMENTS*
The Residential Life Student Staff positions are one academic year appointments ending on Sunday, May 17, 2020 at 5:00 PM. The following dates are not negotiable and it is mandatory that staff follow them completely.

Fall Arrival Time for RAs: Monday, August 10, 2020 at 5:00 PM

Opening/Closing the halls:
• Fall semester break departure no earlier than Saturday, December 19, 2020 at 5:00 PM for all non-graduating staff.
• Return for spring opening no later than Saturday, January 9, 2021 at 5:00 PM
• Final closing departure no earlier than Sunday, May 16, 2021 at 5:00 PM

Working Breaks:
RAs may be required to remain on campus during one of the following major breaks:
• Thanksgiving Break
• Spring Break

Other time Commitments:
• Attend weekly staff meetings.
• Attend biweekly one-on-one meetings with your RLC.
• Attend monthly staff development workshops as scheduled.
• Participate in rounds rotation.
• Complete administrative duties by indicated deadlines.

IX. COMPENSATION
RAs will receive a single room for the entire academic year valued at approximately $4,345.00 each semester or $869.00 monthly.

Job description is subject to change.
*All dates are tentative and subject to change.

INFORMATION FOR RESIDENTIAL LIFE STUDENT STAFF CANDIDATES RECEIVING FINANCIAL AID

If you are selected to join the 2019-2020 Residential Life Student Staff, the assistantship you will receive to cover your room charges will be considered a resource in determining your eligibility for need-based financial aid. If this is a concern, you may wish to meet with your financial aid counselor to discuss any possible impact.

In order to accommodate a Resident Assistantship, the Office of Financial Aid will make every effort to reduce the amount of self-help aid (loan and/or work-study) prior to any reductions in
need-based grant assistance if such an adjustment is necessary. Need-based grant assistance may be reduced if the following circumstances occur: (1) the student's overall need for assistance is less in 2019-2020 than it was in 2018-2019, or (2) the total amount of self-help aid scheduled for renewal in 2019-2020 is less than the amount of the Resident Assistantship compensation.

In order to determine your financial aid eligibility, you must submit the FAFSA (Free Application for Federal Student Aid) to the federal processor as soon as possible after October 1, 2020, and no later than May 1, 2021. The Office of Financial Aid will receive the FAFSA results electronically if you list Trinity's code on the FAFSA (003647). Should you have questions or concerns about the amounts and/or types of aid, please contact your financial aid counselor at 210-999-8898.