TRINITY UNIVERSITY RESIDENTIAL LIFE
STUDENT STAFF POSITION DESCRIPTION (MAIN CAMPUS)

The Resident Assistant (RA) is a student member of the Residential Life Staff. Resident Assistants are collectively referred to as Residential Life Student Staff (RLS). RLS are selected for their ability to communicate with fellow residents, to facilitate a sense of community among hall residents, to uphold the residence hall policies and procedures personally and in the community, and to serve as resources. 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. RLS 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 RLS 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. Identify and assist residents with personal, social, academic, or health related concerns. Keep your RLC informed, sharing information and discussing responses to such concerns.
- In addition to regular community hours, 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 student services on and off campus and make referrals accordingly.
• Serve as a liaison between staff and residents and impartially relay information regarding policies, administrative matters, and hall activities to residents, and keep professional staff informed with any concerning student issues.
• Attend and encourage resident participation in hall and campus activities, such as public lectures, exhibits, athletic events, intramurals, and concerts.

III. PROGRAMMING

• Assist in planning and support of department-sponsored programs and activities.
• Discuss all programming or study break ideas with your RLC by set deadlines.
• Receive budget approval prior to making any purchases for a program.
• All staff members will adhere to the Residential Life programming model. Area-specific guidelines and calendars will be distributed during RLS Fall Training.

IV. PEER ADVISING

• 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.
• RLS will be responsible for advising their first-year residents throughout New Student Orientation.
• Maintain awareness of student attitudes, academic difficulties and health problems and utilize helping skills to assist in the resolution of student concerns. Within the limits of training and capability, RLS may advise students on academic, personal, and social matters, making referrals as appropriate.

V. ROLE MODELING
RLS are committed to personal growth and self-improvement, allowing ample time for study, work, and relaxation in personal schedules. You should abide by and enforce all University policies throughout the residence halls. Failure to do so is considered a serious breach of RLS responsibilities and this contract and may result in removal from staff. This commitment includes role modeling appropriate behavior not only to residents, but also to other staff members both on and off campus.

VI. CONDUCT FACILITATION

- Know, understand the reasons for, and abide by University and residence hall regulations.
- Communicate and enforce policies consistently. Explain the reasons for policies to residents and establish behavioral expectations accordingly.
- Inform your RLC promptly of all policy violations and disciplinary issues.
- Work with other staff members to promote a responsible and consistent living and learning atmosphere.
- Understand and be able to explain the role and procedures of Student Conduct Panel and administrative hearings.

VII. ADMINISTRATIVE

- Maintain basic communication with your RLC through one-on-one meetings.
- Work cooperatively and respectfully with fellow RLS (i.e. committee projects/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.
- Respond to emergencies in the residence halls.
- Maintain a cooperative relationship with Facilities staff and housekeeping staff to ensure halls are well-maintained, and communicate any findings or issues to your RLC.
- 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 student staff selection process, training of new staff, room changes, etc.
- Check RLS 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 RLS: Monday, August 5, 2019 at 5:00 PM

Opening/Closing the halls:

• Fall semester break departure no earlier than Saturday, December 14, 2019 at 5:00 PM for all non-graduating staff.
• Return for spring opening no later than Saturday, January 11, 2020 at 5:00 PM
• Final closing departure no earlier than Sunday, May 17, 2020 at 5:00 PM

Working Breaks:

RLS 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 monthly staff development workshops as scheduled.
• Participate in rounds rotation.
• Complete administrative paperwork.

IX. COMPENSATION

RLS 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 2018-2019 is less than the amount of the Resident Assistantship compensation.

In order to determine your financial aid eligibility, you must submit the 2019-2020 FAFSA (Free Application for Federal Student Aid) to the federal processor as soon as possible after October 1, 2018, and no later than May 1, 2019. 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.