TRINITY UNIVERSITY RESIDENTIAL LIFE STUDENT STAFF POSITION DESCRIPTION

The Hall Manager (HM), Resident Assistant (RA), and Resident Mentor (RM) are student members of the Residential Life Staff and are collectively referred to as Residential Life Student Staff (RLS). Residential Life staff members 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 resource persons. 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 RLS team includes, but is not limited to, the following responsibilities. Please note that this job description is subject to change.

I. SPECIFIC REQUIREMENTS

– Have at least sophomore standing with no less than one year of on campus living experience.
– Maintain a cumulative GPA of 2.50. 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 your residents [approve any budget with 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 the 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. Specifically, utilizing time outside of programs (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 departmental sponsored programs and activities.
– Discuss any/all programming or study break ideas with RLC by the deadline.
– Receive prior approval before any purchase 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 counseling situations that you cannot promise strict confidentiality; you may be compelled to discuss the matter with a member of the professional staff.
– Resident Mentors will be responsible for advising their first year residents throughout New Student Orientation and academic advising/registering for courses.
– 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 counsel 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 may result in removal from staff. This commitment includes role modeling appropriate behavior not only to residents, but 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 Board and administrative hearings.

VII. ADMINISTRATIVE
– Maintain basic communication with RLC through one-on-one meetings.
– Work cooperatively 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 RLCs.
– Respond to emergencies in residence halls.
– Maintain a cooperative relationship with Physical Plant and housekeeping to ensure halls are well maintained.
– Conduct Health and Safety checks once each semester.
– Assist Residential Life Office with the staff selection process, training of new staff, room changes, etc.
– Check RLS box two to three times per week.
– Keep bulletin boards neat and up to date.
**VIII. TIME COMMITMENTS** *

The Residential Life Student Staff positions are one academic year appointments ending on Sunday, May 15, 2016 at 5:00 PM. The following dates are not negotiable and it is mandatory that staff follow them completely:

**Fall Arrival Time for Staff Members:** Monday, August 10, 2015 at 5:00 PM

**Opening/Closing the halls:**
Semester break departure no earlier than Saturday, December 19, 2015 at 5:00 PM
Return for spring opening no later than Saturday, January 9, 2016 at 5:00 PM
Final closing departure no earlier than Sunday, May 15, 2016 at 5:00 PM

**Working Breaks:**
RLS may be required to remain on campus during one of the following major breaks:
– Thanksgiving
– Spring break

**Other time Commitments:**
– Attend the one hour weekly staff meetings.
– Attend monthly staff development meetings 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 $3862.00 each semester or $772.40 monthly. The room deposit for the amount of $300.00 will be waived.

*All dates are tentative and subject to change.
** Compensation is based on 2014-2015 housing rates and is subject to change.
INFORMATION FOR RESIDENTIAL LIFE STUDENT STAFF CANDIDATES RECEIVING FINANCIAL AID

If you are selected to join the 2015-2016 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 changes in your financial aid package.

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. The need-based grant assistance may be reduced if the following circumstances occur: (1) the student's overall need for assistance is less in 2015-2016 than it was in 2014-2015, or (2) the total amount of self-help aid scheduled for renewal in 2015-2016 is less than the amount of the Resident Assistantship compensation.

In order to determine your financial aid eligibility, you must submit the 15-16 FAFSA (Free Application for Federal Student Aid) to the federal processor as soon as possible after January 1, 2015, and no later than May 1, 2015. The Office of Financial Aid will receive the results of the FAFSA electronically by including Trinity's code on the FAFSA (003647). Beginning May 2003, the Office of Financial Aid started awarding financial aid, on a first-come, first-serve basis to returning students who have completed their financial aid paperwork. Should you have questions or concerns about the amounts and/or types of aid, please contact your financial aid counselor at 210-999-8315.