

'24-'25 RESIDENT ADVISOR GENERAL REQUIREMENTS

Administrative Responsibilities

- Maintain documents including, but not limited to: incident reports, duty notes, programming forms, surveys, roommate agreements, resident logs, and Room Condition Reports.
- Participate in staff duty rotation and complete duty responsibilities for building/area as follows:
 - Be accessible by phone from 9pm until 8am the next day for all duty shifts.
 - Sit in the designated duty area being available to answer resident questions during the following times:
 - Sunday-Thursday – 9-midnight, 3 rounds per night with final round between 11:45-midnight.
 - Friday & Saturday – 9pm-2am; 4 rounds per night with final round between 1:45-2am.
- Educate residents on the appropriate procedures regarding how to put in work orders and university policies.
- Know and understand crisis response procedures for campus. Respond to and assist in crisis response efforts as needed. Provide required documentation in a timely fashion, 12 hours.
- Develop and promote an awareness of fire and safety precautions/regulations among the residents. Be familiar with the evacuation plan for the residence halls. Report fire/life safety concerns promptly.
- Assist in the opening and closing of the buildings at the beginning and end of each semester, as well as each time the residence halls close for breaks and recess periods. **This requires you to arrive early and stay until inventory, check-in, checkout, closing, and other assigned duties are completed.** Dates are subject to change if the University or department calendar changes.
- Post notices and maintain bulletin boards; promote and publicize university activities. Remove postings when they are out of date.
- Assist in and actively monitor the inventory and condition of the residence halls. Investigate any room, bathroom, or common area damage/concerns and report findings via work orders or to your supervisor.
- Document and report any behavioral, mental, emotional, or academic concerns within 12 hours of observation or encounter.
- Assist in key testing and inventory. Practice ethical and responsible key handling.

Community Development Responsibilities

- Community building efforts incorporate a balance of passive and active programs, community meetings, educational and social initiatives, as well as needs-based outreach and door decorations.
 - Efforts should incorporate interests and needs of residents as well as support educational objectives of Wittenberg University, Student Development and any community-specific theme as appropriate.

- Develop a personal relationship with residents and become familiar with other students in your building and cluster.
- Respect and maintain confidentiality (of both residents and administration). Report concerns or developments through the appropriate channels in a timely fashion.
- Keep your direct supervisor apprised of community and student issues or concerns in a timely manner.
- Assist residents (within the limits of your training and capabilities) with academic, personal, and social matters; make referrals where appropriate.
- Develop the necessary helping skills to empower residents to resolve their concerns and issues, report concerns as appropriate.
- Be observant of uncharacteristic behaviors or potential crises, and make referrals when appropriate.
- Be knowledgeable about referral services for residents within the campus as well as in the surrounding area.
- Encourage students' responsibility for productive group and individual behavior. Help them to take a long-range view, understanding of the implications of their decisions and actions.
- Empower them to voice their concerns through the appropriate channels; i.e. RHA, Student Senate, etc.
- Know, understand, uphold and support the Student Handbook and residential policies, failure to do so can result in termination of employment.

Team Development

- Meet with your supervisor on a regular basis for the purpose of communicating concerns, mentoring, professional development, referrals, work orders, programming, and any other aspects of the position.
- Establish effective, team building communication within the institution. Residence Life & Student Development as well as with other campus offices including Facilities Maintenance, Dining Services, Police Division, and any other area in which you need to communicate to complete your responsibilities effectively.
- Participate in weekly staff meetings, scheduled one-on-ones, and turn in weekly written reports.
- Participate in departmental processes and initiatives including but not limited to: staff recruitment, selection, & training; Housing Lottery; Witt Late Night, campus-wide & alternative weekend programming; etc.
- Complete other tasks as assigned.



WITTEN'BURBS - ADDITIONAL EXPECTATIONS

Student staff working in the Witten'Burbs, our student rental housing, have a unique role on staff as the nature of their area of responsibility is structured differently. Specifically, 'Burbs staff will, in addition to the responsibilities listed above:

- Assist professional staff with community administration, including but not limited to: Key, RCR, work order, and roommate agreement inventory and follow-up.
- Tracking of neighborhood community issues.
- Inventory and tracking related to facilities and property maintenance.
- Develop resident programming and outreach specifically related to independent living, adulting 101, life after college, etc. to assist upper-class students' transition to more adult responsibilities.
- Complete duty with your partner building as designated.
- Assist with semester inspections and follow-up as needed.
- Be familiar with Springfield City Ordinance (no couches on porches, trash days, etc.) to assist in educating your residence of policies and procedures that are unique to living in the Burb's properties.

MAINTAIN YOUR ELIGIBILITY AS A RA:

- **Must maintain full-time student status for duration of employment**
- **Have and maintain a 2.5 semester and cumulative GPA.**
- **Attendance at staff meetings is MANDATORY.**
- **Must be and remain in good social standing (minimal conduct history– minor violations only).**
- **Must reside in designated RA room for duration of employment and sleep in your room a minimum of 2 weekends a month.**
- **Expected to make a commitment to the position for an entire academic year.**

FAILURE TO MAINTAIN ELIGIBILITY CAN RESULT IN TERMINATION OF YOUR EMPLOYMENT