



Position Announcement

Position Title: Resident Assistant
Department: Housing and Residence Life
Reports to: Resident Director

Primary Responsibilities:

The Residence Halls at Monroe Community College provides students with the opportunity for growth and development in an environment of interaction and learning. Resident Assistants (RA) provides leadership, assistance, and support to the students living in the residence halls. The RA serves in diverse roles and works in collaboration with the professional staff and other RA's to maximize the experiences of students in the halls. Due to the nature of the job, an RA needs to be an effective manager of his/her time and personal commitments. An RA may only have additional on or off campus employment with the permission of the Resident Director (RD). An RA is employed from late August to the beginning of June. Mandatory RA training is held prior to the beginning of each semester.

Specific Responsibilities:

- Promote a community learning environment, by providing educational and social programs each month.
- Responsible for changing content of floor bulletin boards each month and maintaining floor theme and decorations.
- Respond to student resident needs and concerns.
- Hold at least two (2) meetings with assigned residents per semester, and others as necessary.
- Establish a leadership team of floor representatives who will promote teamwork and collaboration.
- Help to ensure the health and safety of student residents.

Duties:

- Assist in administrative responsibilities such as completion of room condition reports, incident reports, check in/check out processes, room inspections, office coverage, administrative paperwork and other tasks as assigned.
- Participate in residence hall duty coverage. One Resident Assistant is on duty for each building every night (weekdays and weekends); duty coverage is split between the RAs in each building. Be present and accounted for during duty hours.
- Participate in housing and residence life staff meetings, including weekly individual meetings with the supervising Resident Director, a weekly staff meeting, and monthly in-service training.
- Immediately inform the Resident Directors of any unusual occurrences in the halls.
- Assist with all residence hall openings/closings as well as Residence Hall Orientations for the residents.
- Communicate, interpret and consistently enforce residence hall policies, regulations, and the College's Code of Conduct.
- Serve as a role model and student resource.
- Serve as a resource concerning College and Residence Hall policies and procedures.
- Make referrals when appropriate to other campus offices, staff or faculty.
- Work with the Community Assistant to promote programs and maintain bulletin boards.

Qualifications:

- Completed one year of course work at Monroe Community College and earned a 2.25 G.P.A.
- Good standing with student conduct.
- Matriculated at MCC and registered full time.
- Academic load enrollment limited from 12 to 18 hours each semester.
- Maintain good academic and judicial standing at the College.
- Additional employment is limited to 15-20 hours.
- RAs involved in other on-campus leadership responsibilities must obtain permission from a Resident Director.

Remuneration and Benefits

- Full single room waiver and \$1,400 (\$700/semester). This is distributed in bi-weekly checks.