

**Resident Assistant Position Description**  
**Office of Residence Life ● Tompkins Cortland Community College**

**Minimum Qualifications**

- Full time student enrolled in a minimum of 12 credits hours at all times. (for at least one semester). If Resident Assistants academic and/or personal situation requires them to become registered for less than 12 credits at any point in the semester, the Resident Assistant must discuss this situation with the Director of Residence Life.
- Uphold a minimum Grade Point Average of 2.2 at time of employment and maintain at least a 2.2 while in the position.
- Be in good student conduct standing with the Office of Residence Life and the College
- Have the potential to be flexible, an excellent leader, communicator, and team member.

**Community Leadership**

- Develop relationships with residents. Be available, approachable, and visible.
- Assist and encourage floor members to develop a livable, inclusive, and responsible community. Interact with residents daily.
- Serve as a positive role model by knowing and living by the rules and policies of the Office of Residence Life and Tompkins Cortland Community College.
- Be committed to positive team work, including communication, team leadership, showing initiative, and fostering diversity and inclusion.
- Inquire and observe needs of the residents and program accordingly.
- Assist professional staff members with residents who infringe upon community standards.

**Personal Counseling/Advising**

- Be an active and effective listener.
- Identify crises that require immediate attention and notify the appropriate professional staff.
- Maintain confidentiality wherever appropriate.
- Know and use the resources available in the Office of Residence Life, Counseling Center, Baker Center and other important offices on campus.

**Administrative Responsibilities/Meetings**

- Return to campus early in the fall and spring semesters to participate in RA training, workshops, and teambuilding activities to assist with your job responsibilities as well as assist with student move-in and orientation.
- Stay at the end of each semester and other vacation times to assist in the proper closing of Residence Halls.
- Participate in all mandatory trainings identified by the Office of Residence Life.
- Spend approximately 20 hours per week fulfilling this position.
- Carry out assigned managerial functions including monitoring email, voice mail, and RA mailboxes daily.
- Display information about the College's events, hall events, and other important information through one-on one interaction, posted messages, floor meetings, etc.
- Conduct health and safety inspections each semester.
- Participate in the Residence Life community by taking part in at least one committee, including but are not limited to – RA selection committee, Residence Diversity Association, Residence Hall Association, First Year Experience, and/or other opportunities as they arise.

**Programming**

- Produce and support programs adhering to the guidelines set forth in training and stated in the Residence Life program model.
- Produce/Post above-average marketing for your active programs and submit to your supervisor in adherence to calendar set forth in training.
- Conduct floor meetings adhering to clear agenda items outlined by your supervisor.
- Produce bulletin boards monthly with different topics pertaining to RA floors. Bulletin boards must be complete no later than posted deadlines.

**Duty**

- Duty shifts are usually no less than 8 evenings per semester and no more than 16 per semester, depending on staffing.
- Work with co-RAs and professional staff, in upholding and enforcing all housing policies in the manner described in RA training.
- Accurately complete all incident reports, rounds, and submit all appropriate paperwork immediately.
- Respond appropriately to crisis situations, but in no instance in a manner, which would escalate a situation that could endanger the RA or resident.

**Emergency/Crisis Response**

- RAs may be called upon to assist with responsibilities as needed during unexpected emergency situations outside of their normal scheduled duty shifts/responsibilities (i.e. fire watch, power outages, etc.)

**Meetings Required:**

- Attend weekly/monthly pre-scheduled meetings (All Staff, One-on-Ones, and Building Staff Meetings, Committee Meetings, etc).

**Additional:**

- Willingness to be on campus the majority of the semester. (Up to two weekends per month away from campus is permitted however, must be approved in advance by supervisor)
- Off-campus employment is permitted, however off campus employment must be completed by 4pm on duty nights.
- On-campus employment is permitted; however, it must not interfere with the above expectations and must first be approved by the Director of Residence Life.
- Qualified/Certified Drivers will be scheduled as needed for van trips, events, etc. and follow guidelines set forth by Student Life.
- Resident Assistants are expected to treat all members of the Office of Residence Life, as well as the entire campus community, with respect.
- Resident Assistants are expected to abide by the Student Code of Conduct outlined in the Student Handbook.

**Remuneration:** RAs will receive leadership development training and receive their housing on campus at no cost.