

# EVERGREEN

Residential and Dining Services  
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Date: February 12, 2009  
Position: Resident Assistant  
Location: Office of Residential and Dining Services  
Organization: Residential Life  
Reports to: Resident Director

## **POSITION PURPOSE:**

Resident Advisors, in supporting purposeful, just and sustainable communities, are also committed to fostering safe and healthy environments. We define a healthy community as an environment which fosters healthy lifestyle choices by its members, respect for individual values and beliefs, a sense of belonging, and a focus on academic success. The RA will participate in all of Spring Training, Fall Training, and other training opportunities as decided by the Resident Director (RD).

## **DIMENSIONS:**

This is a 10-month position beginning no earlier than September 5, 2009 and ending June 12, 2010. The RA position is a stipend position based on an average of 19 hours a week with the number of hours in any given week fluctuating greatly.

## **NATURE AND SCOPE:**

RAs act as paraprofessional student staff members living within the residential community. The position requires an individual to balance their responsibilities as a student and as a staff member. Academic requirements take precedence when conflict arises between the two, however, the job responsibilities must be met or the RA may be relieved of them. The RA position is a leadership role with many benefits, not all of which are monetary. The RA job responsibilities are outlined as follows:

## **ESSENTIAL DUTIES:**

### 1. COMMUNITY DEVELOPMENT

- The RA is responsible for facilitating the development of community, primarily within their living area, and secondarily to the entire housing and Evergreen community.
- The RA is expected to act as a role model within their community and when on-call, needing to report any grievance, security, or safety issues as they may arise.
- The RA is expected to role model a healthy life style and promote healthy choices with their residents.
- The RA will use the Living/Learning agreement, as well as work closely with their supervisor to effectively get to know their residents.
- The RA is expected to contact all residents and apartments in their community weekly or bi-weekly, depending on their community, and develop an in-depth knowledge about their residents and report potential concerns to their RD and/or other professional Residence Life staff.
- The RA is expected to refer individuals experiencing academic, personal, or emotional challenges to their RD. These may include, but not be limited to: alcohol abuse, depression, potential suicide, psychotic breaks, or roommate conflicts.
- The RA is expected to facilitate community gatherings within their area. The community gatherings should be based on the needs of the residents and should include community involvement in the planning and implementation. RAs are expected to use the Prime Time Advisor, Alcohol/Drug Counselor, Rec. Sports, S&A, and other campus resources to facilitate community gatherings. Please refer to the specific programming guidelines for your area.

- The RA is expected to promote resident involvement opportunities within housing and Evergreen community. RAs will be aware of individual resident needs and make appropriate connections to other residents, involvement opportunities, and leadership positions.
- The RA is expected to perform other duties as assigned.

## 2. ADMINISTRATIVE

- The RA is required to assist residents with room transfers by facilitating roommate conflicts meetings, notifying RD and Front Office of potential room transfers, and forwarding pertinent resident information to the new RA.
- Each RA manages a small programming fund. The RA is responsible for saving all receipts, submitting the signed receipts to the Programming RD, make copies of receipts and collecting and returning the funds from the cashier. The RA should not exceed their allotted programming funds and if needed may seek additional funds from their RD.
- The RA is required to assist with all check-ins and check-outs in their community and after the Front Office is closed. Expect an increase in the number of check-ins and check-outs at the beginning and end of each quarter and during the open room transfer periods.
- The RA is required to make entries to the Duty Log by Noon the day after duty shift and to file all Incident Reports (IR) no later than the end of duty shift or the same night of the incident.
- The RA is required to attend all weekly staff meetings and in-service trainings. These meetings and trainings will occur Wednesdays from 2:00 to 4:00 p.m. during campus governance time. No academic classes, field trips, or meetings should be scheduled during this time.
- The RA is required to schedule and attend a weekly meeting with their RD to discuss community issues, staff development areas, problem solving and regular performance feedback.
- The RA is required to participate in the Residential Life evaluation process.
- The RA is expected to perform other duties as assigned.

## 3. ON DUTY

- Each RA is expected to participate in the on-duty rotation for the residential community. Weekday duty shifts occur from 4:30 p.m. to 8:00 a.m. Monday through Thursday, 4:30pm-10:00am on Fridays, while weekend and holiday shifts occur from 10:00 a.m. to 10:00 a.m. the following day.
- The on-duty RAs must attend the daily On-Duty meeting with the RD to cover updates and other pertinent information.
- The on-duty RAs are required to wear Residential and Dining Services provided apparel when on-duty.
- The on-duty RAs are required to conduct multiple walkthroughs of the entire housing area.
- The RA duty responsibilities include but are not limited to the following: responding to all resident lock-out requests, resetting smoke detectors, responding to building alarms, checking-out community spaces, conducting emergency check-ins/outs, responding to resident emergencies, responding to maintenance calls, making maintenance assessments, providing backup support for fellow on-duty staff members, and working with police services staff.
- The RAs must support their community development efforts by making regular contact with residents, facilitating community gatherings, supporting other staff and events, and being visible in the community.
- The RAs are required to confront policy violations (while on and off duty) and to document the occurrence in the Duty Log or by Incident Report.
- The on-duty RAs must remain on campus at all times. RA's may change duty assignments by following the duty shift change guidelines in the RA manual.
- The RA is expected to perform other duties as assigned.

*Committed to equal opportunity and operating with an Affirmative Action Plan, The Evergreen State College is working to build a diverse staff. We strongly encourage qualified persons of all races, ethnicities, or sexual orientations, persons of disability, persons over 40, women, Vietnam Era and disabled veterans to apply.*

## COMPENSATION

The compensation for this position is approximately the equivalent of \$873 a month, which includes rental of a furnished residence, local telephone service, a stipend and/or a stipend plus a meal plan. Other benefits may include staff retreats, opportunities to attend regional RA conferences and staff exchanges with other campuses, ongoing on-the-job training in facilitation, counseling, challenge course, and basic computer skills.

## CONDITIONS OF EMPLOYMENT:

1. Be enrolled as a full-time student of The Evergreen State College and registered for a minimum of twelve (12) academic credits each quarter, unless approved by the Assistant Director for Residence Life. This position must take priority over all other areas except academic coursework. No extracurricular commitments during fall quarter, winter/spring approval by your RD. Notify the RD in advance of any major extracurricular commitment. (i.e. paid employment off campus, a major office in an organization or club, field placement or internship, involvement in a sport or club sport, participation in a theater or dance group).
2. Attend ongoing staff development throughout the term of this agreement, to include fall training at the beginning of the academic year, a spring training session, and an organizational all student staff retreat.
3. Live in the residence hall or apartment complex assigned. As a general rule RAs are expected to sleep in their designated rooms in order to maintain visibility and availability to residents and staff members. RAs must be on campus for the first and last day of each quarter.
4. Exercise good judgment in upholding established policies of the College and Residential and Dining Services; support and obey all federal, state, and local laws and ordinances; and obey all College regulations. If concerns arise as to appropriate action the RA must consult an RD and/or Residence Life Coordinator for advice.
5. Do not use the position as a platform from which to advance personal, political, commercial, or religious enterprises.
6. Have no College disciplinary action concurrent with Residential and Dining Services employment.
7. Persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work and pass a background check.
8. An RA who has been terminated will be required to move out of the Resident Halls after a short transition period not to exceed one month.

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