Resident Advisor (RA) and Senior Resident Advisor (SRA) Job Description

University Housing is committed to creating opportunities and experiences that allow each resident to intellectually engage as members of an inclusive community. Resident Advisors (RAs) and Senior Resident Advisors (SRAs) are supervised by the Residence Hall Director and play a key role in bringing University Housing’s Educational Priority to life.

RAs and SRAs assume an active leadership role in developing and maintaining a positive community-learning environment within the residence halls. RAs and SRAs serve as role models and resource persons in assisting students in their education, personal growth, and sense of belonging in the residence hall community and at the University of Illinois.

Throughout the selection process, successful candidates demonstrate an understanding of the RA or SRA position they are applying for, effective communication skills, leadership potential, a desire to work with and learn from people from all different backgrounds, a willingness to accept responsibilities, the ability to implement a lesson plan for student learning, and a sincere interest in working with their fellow students. The job is estimated at approximately 20 hours per week of work, but fluctuates based on the needs of the floor or hall residents.

Both RAs and SRAs are responsible for fulfilling all of the duties included in this Job Description and listed below in the areas of Academic Success, Engaged Citizenship, Interpersonal Competence, Social Justice Exploration, Community Development, and Administrative Responsibilities. Additionally SRAs are responsible for the additional duties listed below under Senior Resident Advisor Responsibilities.

**ACADEMIC SUCCESS**

- Role models academic success strategies (maintains required GPA, attends class, attends to homework in a timely manner, seeks academic support when needed)
- Engages residents in discussions about academic progress and is aware of and shares academic success resources on campus with their residents
- Maintains an atmosphere in the community that is conducive to academic success, (i.e. study & sleep as appropriate) by properly enforcing quiet hours and helping roommates mediate room usage standards
- Utilizes assessment techniques to identify residents who are struggling with academics
- Meets responsibilities set by Program Director if in Living Learning Community (LLCs only)

**ENGAGED CITIZENSHIP**

- Develops positive relationships with all residents on floor and knows them on a personal level
- Displays leadership by initiating actions, is available, visible, engaged, and attentive to residents while serving as a positive role model in the community
• Assists in developing, fostering and maintaining a clean, safe, open, inclusive and welcoming environment for our diverse student population
• Conducts individual conversations (iConvos) with all residents around topics identified under the Illinois Residential Experience curricular model
• Utilizes assessment techniques to identify residents’ needs, wants, and interests in regards to initiatives/strategies for the community
• Has basic knowledge of demographics of floor/hall community while empowering residents to become involved and take on leadership of their own community
• Abides by and upholds all University and Residence Hall policies and procedures during their appointment
• Is knowledgeable of, can explain, and enforce University Student Code and Housing Hallmarks
• Confronts and reports community concerns appropriately
• Follows up with individuals or floor community following incidents
• Abides by duty procedures and expectations (RA only) set by Supervisors and the Department of Residential Life
• Is professional in working with safety response personnel
• Maintains appropriate relationships with residents in and out of the residence halls while upholding the ethical expectations for the position
• Preserves the confidentiality of personal interactions and students when appropriate and according to University Housing policies, procedures and the Student Code
• Fosters respect and responsibility for the facilities and furnishings in the halls

INTERPERSONAL COMPETENCE

• Demonstrates comprehension of strategies of how to build a successful community and invites residents to participate in community activities
• Has knowledge of conflict resolution techniques and procedures and is able to help students resolve own conflict (roommates, floor mates, etc.)
• Utilizes a variety of active listening techniques and is able to speak with and in front of a group of residents effectively
• Has the ability to appropriately “care front” students/peers
• Demonstrates effective written communication
• Reports community issues, concerns, successes, etc. appropriately and in a timely manner
• Utilizes assessment techniques to identify issues that may be barriers to building a strong community, and to identify those who are struggling with interpersonal relationships or mental health issues
• Can identify potentially unsafe conditions and take appropriate action
• Implements lesson plans for student learning based on the Illinois Residential Experience curricular model
• Maintains availability to residents on a daily basis and maximizes availability to assist students during opening, Welcome Week, the first 6 weeks of the semester, final examinations, closing periods and other times as needed
SOCIAL JUSTICE EXPLORATION

- Demonstrates self-awareness of own social identities, privilege, and biases while actively engaged in learning about other cultures, viewpoints, and traditions in order to serve a diverse population
- Has a working knowledge of the University Housing Inclusiveness Statement
- Serves as an advocate and ally for ALL students in the community and can properly identify, confront and report acts of intolerance/bias within the community
- Is able to facilitate discussions and dialogue regarding a broad range of diversity and social identity issues using a working knowledge of the various resources on campus that can assist students in navigating issues of social identity.
- Utilizes assessment techniques to identify residents who are struggling with identity development issues, bias, bullying or isolation
- Properly refers residents to resources as appropriate
- Participates in developing cross-cultural communication skills through ongoing training and development

COMMUNITY DEVELOPMENT

- Assess the diverse needs of residents and collaborates with professional staff to identify and implement educational strategies to meet those needs
- Communicates regularly to keep RD informed of activities, interactions, and issues on their floor
- Has regular conversations with supervisor and other staff about assessment trends of Educational Strategies implemented on floor or in hall
- Work cooperatively with fellow staff members (support staff, facilities staff, paraprofessional staff, professional staff) to create a positive presence in the residence halls
- Demonstrates the importance of teamwork and has developed effective relationships with other RAs, MAs, & PAs

ADMINISTRATIVE RESPONSIBILITIES

- Participates in the development of a professional relationship with supervisor and works to develop an effective working relationship with co-workers
- Actively participates and contributes to team building, meetings, and team efforts while collaborating effectively with other staff members on joint tasks
- Demonstrates flexibility and adaptability while utilizing effective time management skills to accomplish job responsibilities.
- Has reliable attendance and completes paperwork in a timely and accurate manner while being prepared for meetings, events, duty, etc.
- Understands and maintains confidentiality requirements while properly adhering to all duty procedures and responsibilities.
- Utilizes basic computer skills for the required technology (ThinkTank, EMS, TMA, Advocate, etc.)
- Meets expectations set by Supervisors and the Department of Residential Life while completing all required strategies as outlined in the Illinois Residential Experience
- Fulfills special assignment/collateral responsibilities
- Has an understanding the paraprofessional role in relation to the larger organization (Housing, Student Affairs, U of I)
• Creates bulletin boards which support IRE’s learning goals of Academic Success, Engaged Citizenship, Interpersonal Competence, and Social Justice Exploration
• Facilitates fire safety inspections each semester
• Participates in staff selection processes throughout the year, including Paraprofessional Selection in the fall, and actively participates in ongoing staff training and development programs
• Performs other duties as assigned

SENIOR RESIDENT ADVISOR RESPONSIBILITIES
In addition to all of the Resident Advisor duties listed above, Senior Resident Advisors are also responsible for the following:

• Serves as a training Coach for new paraprofessionals as they transition to the RA and MA roles throughout the year (August training, January mid-year training, and as we bring new staff at on board at other times). Serving as a training Coach includes the following tasks:
  o Participates in a Coaching training series
  o Implements either one-on-one or small group coaching based on the number of new staff
  o Leads debrief sessions during paraprofessional training
  o Completes a check-in meeting during the first four weeks of classes with new paraprofessionals to discuss transition issues and provide any assistance needed
  o Provides feedback on the Coaching Program
  o Moves in early to start official training and coaching responsibilities (see dates in Paraprofessional Employment Agreement and Addendum)

• Provides additional leadership in weekly Staff Development and/or Multicultural Advocate meetings.
• Assists with floor coverage when there is a staff vacancy.
• Takes on additional leadership roles within the hall community or MA team (roles to be determined in collaboration with Residence Hall Director or Social Justice and Leadership Education Program Director supervisors).