



## Resident Assistant (RA) Position Description

### General Summary

The RA is an essential member of the UIC Campus Housing staff whose primary roles is to facilitate the social, academic, and personal transition of residential students to the UIC Community. One of the main purposes of residence hall staff is the establishment, maintenance, and support of a positive, healthy, living-learning environment in the halls consistent with the educational mission of the university and the goals of Campus Housing. RAs must be friendly, mature, responsible, and articulate. RAs must be comfortable interacting with university officials, faculty, parents, and guests. RAs report directly to a Resident Director, and indirectly to an Assistant Director, Associate Director, and Director of Campus Housing. RAs work collaboratively with all Campus Housing staff.

### General Responsibilities and Duties

1. Develop relationships through intentional interactions with residents in the residential area to build community, and identify trends within the residence hall/floor. Create a welcoming and supportive environment for residents through bulletin boards and door decs.
2. Communicate regularly with supervisor, staff team, and central office staff. Complete administrative tasks, including but not limited to weekly staff and supervisor meetings, paperwork, and staff trainings.
3. Plan and implement programs that meet the needs of the community, as well as support department initiatives and large-scale programs.
4. Serve in an on-call rotation to ensure safety, security, and policy enforcement within the residential area. Submit reports to supervisor with details of incidents. Work portion of break periods. On call is from 5:00 PM-8:00 AM on weekdays and 10:00AM-10:00AM on weekends.
5. Respond to both emergency and non-emergency situations, properly refer and report incidents.
6. Attend department trainings, including but not limited to, spring RA Training, Summer Online work, Fall Training, Spring Training, and all staff meetings.
7. Work at a Campus Housing Desk providing customer service to all constituents through desk work, security post, and mail distribution duties.
8. Collaborate with Campus Housing in support of hall openings/closings and Open Houses. Ensure proper key distribution/collection, and submit maintenance requests as needed.
9. Perform other duties as assigned.

### Minimum Qualifications

Be a full time, degree seeking UIC student, enrolled in courses each semester

One year of living on campus, or similar experience

Have a minimum semester and cumulative GPA of 2.5 or above

Be in good academic and conduct standing with the University.

Study Abroad, Student Teaching, Internship, or other academic related time commitments that would remove you from the campus for extended periods of time are not permitted without approval from the Associate Director of Residence Life. Renewal of your position is contingent upon the Returner Staff Process.

### Physical Requirements

This position requires frequent overnight response to student emergencies which includes interrupted sleep and ability to wake up from a phone call while sleeping.



# Campus Housing

## Compensation

RAs are provided a room (located in a highly visible location on the floor within close proximity to residents to promote accessibility and community) meal plan, (when meal plan is in service), and stipend. RA staff in the apartments (MRH, TBH, SSR, and PSR) do not receive a meal plan. Further compensation is set specifically for those staff members.

## Mandatory Dates

The employment period is from August 2019 until May 2020. RA staff are not permitted to participate in other activities throughout training and openings, August 11-August 26, 2019. RA staff must be fully available for the entire training period. RA appointments are for one academic year. RAs must be in good employment standing (i.e. no significant job action) in order to reapply. All dates are subject to change.

RAs must be available to attend the following functions. All dates are subject to change; any adjustment will be communicated as early as possible.

- Mandatory 2019-2020 Staff Welcome: April 8, 2019, 7:00 PM-9:00 PM
- Student Staff Summer Training: (Online): Summer 2019
- Student Staff move in day: August 10, 2019
- Student Staff Fall Training Dates: August 11-20, 2019
- Move in Day(s): Beginning August 21, 2019 until classes begin
- All Staff Meetings: Mondays from 7:00PM-9:00 PM \*Reserve this time when scheduling class\*
- All Hall Opening and Closings
- Student Staff are responsible for their assigned desk shifts during Thanksgiving and Spring Break.
- Spring Staff Training: Prior to hall opening January 2020
- Staff Selection 2020-2021: Group Process weekend TBA

## Additional Information

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

## Accommodations statement

RAs must be in good employment standing (i.e. no significant job action) in order to reapply. Applications are due by 11:59 PM January 6, 2019 (Priority) and January 21, 2019 (Final Deadline).