

# Butler Community College Resident Assistant Position Responsibilities

Resident Assistants (RA's) are employed by the Department of Residence Life and are required to live on-campus. An RA provides leadership and assist on campus residents in their social, academic, and personal adjustment to the residence halls and Butler Community College. The RA will be attentive to resident safety and hall security, as well as ensuring that residents follow the Student Code of Conduct and Residence Life Policies and Procedures to maintain a respectful environment. The RA is expected to act as a liaison between the residents and the college administration. The RA will serve as a positive role model to residents and peer staff members. The RA is also responsible to help develop a sense of community among residents as members of a floor, residents of a hall, and active participants in the residence life system at Butler Community College.

The Resident Assistant position is contracted for a full academic year. The salary is room and half meals. This amount is credited to the RA's account. (No checks for RA salary are issued.) If an RA is terminated or resigns, they are responsible for paying the prorated amount due for the rest of the academic year.

RA's are responsible for the following key areas:

## **Community Development**

1. Create programs and activities designed to meet the needs of residents on the floor. RA's will host floor meetings and social events, as well as have meaningful interactions with all of their residents and encourage community involvement. RA's will know all of their residents by name within the first two weeks of classes.
2. Be regularly available for and capable of assisting students with their concerns related to their college experience. This responsibility involves spending time, particularly evenings, on the floor stopping by individual rooms and keeping an open door policy.
3. Mediate roommate conflicts as necessary.
4. Encourage residents' participation in Butler Community College related activities and events, i.e., SGA, athletics, intramurals, performing arts, Grizzly Give Back Day, etc. Where appropriate, participate as a group.
5. Know residents well enough to know when a resident is experiencing difficulty, i.e., eating, drinking, or study habits, etc., and follow-up appropriately.

## **Resource and Education**

1. Connect residents to other campus opportunities to promote a positive BCC experience.
2. Serve as a referral agent to other campus resources such as the counseling center, Academic Resource Center, Disability Services, etc.
3. Follow up on resident concerns and requests for information.

## **Facility Management**

1. Work with hall staff to ensure that there are no facility issues on their floor.
2. Complete work order forms in a timely manner and deliver to the Residence Life Operations Manager.
3. Assist with operational procedures: check-ins, check-outs, damage assessment, room changes, lock-outs, identifying and reporting maintenance and safety concerns, etc.

## Policy Enforcement/Safety

1. Respond to emergency and crisis situations as covered in training; reporting occurrences immediately to the Security, Hall Manager, or first available professional staff member.
2. Attempt to identify persons responsible for damage in and around the hall.
3. Inform residents of the fire evacuation, dangerous weather procedures, and other hall safety procedures and monitor the condition of fire safety equipment in the hall.
4. Work with Residence Hall Professional Staff and The Department of Public Safety to ensure students sign-in all visitors between the hours of 7:00pm-12:00am daily.
5. Report and respond to all policy violations in a timely manner; communicating with hall staff, and/or Public Safety. **Failure to report or participation in any violation of the Residence Life Handbook or Student Code of Conduct can result in termination.**

## Administration

1. **Be on time for Duty.**
2. Follow all Duty Procedures. Duties will include making rounds with a Hall Professional, carrying and answering the RA duty phone, providing assistance to students who are locked out of their room, and completing required paperwork (i.e. visitation check-in forms, incident forms, work orders). The RA may also be assigned to work at the residence hall desk.

## Other Requirements

1. The RA must be enrolled in at least 12 hours and maintain a cumulative GPA of 2.5 at all times during RA employment.
2. RA's must complete all resident requirements prior to employment (deposit, immunizations, emergency contact form, etc.)
3. You are responsible for your key, prox card, duty phone (when on duty), and master key (when assisting students). If you lose or misplace any of the above items you will be responsible for paying for their replacement.