



**OFFICE OF RESIDENCE LIFE  
TOWNHOUSE RESIDENT ASSISTANT  
POSITION DESCRIPTION  
2008-2009**

**General Job Description**

The Resident Assistant is a full-time undergraduate student who serves as an integral member of the Office of Residence Life team in managing the day-to-day operations of the University's residence halls. Supervision is provided by the Area Coordinator in the area in which the RA is assigned, but the RA will need to collaborate with many Residence Life staff members, including the Associate Directors of Residence Life, Director of Housing Operations, and the Deputy Dean of Students/Director of Residence Life. Responsibilities of the RA include developing relationships with the students residing in their assigned areas, conducting regular inspections of their community, participating in a rotating duty schedule and assisting in the implementation of developmental programming in the areas. The position is a 9-month appointment, beginning approximately one week prior to the opening of the academic year.

**Qualifications**

Townhouse Resident Assistants must have junior or senior status, carry a full-time academic load and be in good standing with the University. RAs should demonstrate strong leadership and possess sensitivity for the welfare of fellow students. Experience in residence hall living is required.

**Compensation**

Townhouse Resident Assistants receive free room (\$8480) and a \$300 stipend per year.

**Time Commitment**

RAs should anticipate 15-20 scheduled hours per week of routine responsibilities (i.e., staff meetings, resident contact, office coverage, staff assignments, etc.).

**Specific Duties and Responsibilities**

The following is a summary of the responsibilities of the position. However, the below is not meant to be an exhaustive list of tasks and it is expected that the RA complete other duties as assigned by his/her Area Coordinator or by the Office of Residence Life.

***Attends and participates in all required training programs***

1. Attends and participates in all Resident Assistant trainings, including spring, summer and winter trainings
2. Attends and participates in regularly scheduled in-service trainings coordinated by the Office of Residence Life
3. Attends and participates in all weekly staff meetings and bi-weekly one-on-one supervision meetings with the Area Coordinator

***Assists with the daily operations of assigned residence community***

1. Participates in a duty rotation on Thursday, Friday and Saturdays nights to provide on-call coverage in the townhouses, confronting and documenting any violations of University policies
2. Is familiar with the operation of the main Residence Life office and checks mailbox daily.
3. Handles maintenance concerns in both a proactive and reactive manner and follows the appropriate channels to communicate problems.
4. Completes paperwork and meets deadlines in a timely manner.
5. Maintains an awareness of routine and emergency procedures essential to the safety and security of individuals in the area.
6. Participates in the opening and closing of the residence halls at the beginning and end of each semester and vacation periods.

***Serves as resource for students residing in assigned area***

1. Spends sufficient time in his/her area to become acquainted with each student and spends a minimum of one additional night per week outside of duty with office hours spent either in the staff office or in his/her townhouse.
2. Creates and maintains an on-line community for townhouse residents and communicates through a newsletter or other on-line format important information to townhouse residents.
3. Is available and accessible to students for both formal and informal individual and group contact.
4. Advises students on matters of academic and personal concern, within limits of training and capability.
5. Is alert to changes in "typical" student behavior that might be a sign of a more serious problem.
6. Is aware of the relationship between roommates and other individuals or groups in his/her area and takes a proactive approach in helping to resolve any conflicts.
7. Knows the people, location, and extent of services offered by various campus offices and organizations where students may be referred for personal, academic, and social concerns.
8. Knows and interprets University and Residence Hall policies and regulations for students.

***Promotes and facilitates a positive community living experience***

1. Orients students to the concept of community living by encouraging cooperation, respect, consideration, and community spirit in the community.
2. Sets an academic atmosphere in the community by demonstrating a personal interest in academic pursuits, exemplifying good study habits, and ensuring that conditions suitable for study are maintained.
3. Helps residents to recognize the relationship between individual freedom and the rights of others, leading to the development of appropriate assertive behavior.
4. Encourages residents to take responsibility for their own actions and environment.
5. Shows respect and appreciation for the differences among residents and encourages the individuality of each resident.

6. Knows, interprets and enforces University and Residence Hall policies and conducts own behavior in accordance.
7. Is familiar with the University's student conduct system and follows proper procedures to support it.

***Provides relevant and development programmatic offerings for residents***

1. Initiates and involves students in the development of recreational, values-oriented, educational, cultural, vocational, spiritual and social programs in the residence halls.
2. Develops at least one community developer per month for his/her residents.
3. Coordinates at least one MORE Model program per month for his/her residents.
4. Works with and supports Residence Community Council and its townhouse representatives.
5. Shares information on campus and community activities with residents.
6. Is familiar with campus and community programming resources.
7. Helps develop leadership skills among students.

***Assists with Office of Residence Life initiatives***

1. Promotes the mission of the Office of Residence Life and Fairfield University in the residence halls
2. Participates in the selection process for various departmental positions, including both professional and student staff
3. Assists as needed during the lottery process for the residence halls

***Other duties as assigned***

1. Complies with the directives and all other tasks delegated by the Area Coordinator and/or the Office of Residence Life