I. **TITLE:** Resident Assistant

II. **FUNCTION:** A Resident Assistant (RA) is a student hired to provide leadership and carry out the Residence Life mission on a part-time basis in the residence halls. RAs specifically engage students in personal development while promoting an inclusive, safe, and academically conducive environment for students who live in the Colorado School of Mines (Mines) Residence Halls.

III. **QUALIFICATIONS:** This position is open to all Mines students who:

1. are in good academic standing with a cumulative grade point average of 2.3 or greater,
2. maintain a semester grade point average of 2.0 or greater,
3. will be registered at Mines as a full-time student for the 2014-2015 academic year,
4. will be on campus during the entire academic year (Fall and Spring semesters),
5. have attended Mines for at least one academic year by the start of the Fall 2014,
6. relate well to a wide variety of individuals and groups,
7. manage time effectively and execute their responsibilities, and
8. demonstrate high levels of self-awareness and sensitivity to others.

IV. **RESPONSIBILITIES:**

**Community Development**

1. Be available, responsive and open to all residents in the halls, whether on duty or not.
2. Create an inclusive and accepting environment on assigned floor and building by encouraging respectful conversations around topics of diversity and social justice.
3. Know each resident on assigned floor well enough to identify individual needs and concerns.
4. Provide individual residents with assistance through informal peer advising.
5. Provide leadership and mentoring to residents.
6. Provide information enabling residents to adjust to the campus community and benefit from the college experience.
7. Know when and how to refer residents to appropriate campus resources for academic and personal needs.
8. Promote resident self-responsibility and respect for individual rights.
9. Participate in the development of floor/hall programs, community building activities, and/or the implementation of a community development curriculum, which address residents’ needs and interests. A minimum of six educational programs and eight community builders each semester is generally required of each RA. More specific expectations may be set by the Hall Director or Residence Life Coordinator.
10. Promote and support the Residence Hall Association (RHA) and ensure communication between RHA and the residents through proper RA/floor representation.
11. Ensure all Bulletin Boards are covered and update one bulletin board per month as part of educational passive programming requirements. Complete two door decorations per semester.

**Crisis Response**
1. Participate in duty rotations for individual residence hall staff ensuring that each night is fully covered. Duty begins at 5 pm and ends at 7 am. Additional coverage for the weekend requires day coverage from 7 am to 5 pm. Duty consists of three rounds nightly.
2. Have a working knowledge of Mines, its policies, regulations, and procedures.
3. Respond reasonably and calmly to emergencies or stressful situations.
4. Assist residents to accept responsibility for control of their behavior (e.g. quiet hours, alcohol consumption and visitors) and physical maintenance of the hall.
6. Carry assigned Mines phone and answer all calls as soon as possible.

**Administrative**
1. Conduct a minimum of three floor meetings per semester – introductory, check-out, and pre-health and safety meetings – to ensure that residents are informed of policies, procedures and scheduled activities.
2. Assist the Hall Director in conducting at least one Health and Safety Inspection per semester.
3. Complete all paperwork as assigned and required by your Hall Director and/or Residence Life Coordinator in a timely and thorough fashion.
4. Conduct check-in and check-out procedures in a timely fashion, including the completion of room condition forms at the beginning and end of the academic year and assessment of resident room/community damage charges.
5. Conduct room and public area inspections and call attention to all necessary building repairs. Follow-up to ensure their completion.

**Staff**
1. Attend all required staff meetings/programs assigned by the Hall Director & Residence Life Coordinator.
2. Maintain confidentiality with information which Residence Life Staff and students have shared while being sensitive to information which necessitates consultation with other Mines staff members.
3. Demonstrate overall leadership in/applying the mission of Residence Life.
4. Collaborate with other members of the hall staff and the Residence Life staff in the performance of their duties.
5. Cover front desk hours in the absence of the building Administrative Assistant or Desk Assistants in extenuating circumstances.
6. Work closely with and support the Custodial and Maintenance staff.
7. Work closely with and support the Campus Dining Service staff.

**Other Duties as Assigned**
1. Perform and follow through with any other appropriate task and/or duty as asked of you by Hall Director or Residence Life Coordinator.
V. CONDITIONS OF EMPLOYMENT:
1. Actively participate in the Fall/Winter training programs, in all in-service training sessions, and all staff meetings.
2. Report regularly to your supervisors – Hall Director and Residence Life Coordinator.
3. Serve periodically as designated “on-duty” staff member. Must be able to serve, including but not limited to, during Holidays, when classes are not in session (Fall Break, Thanksgiving Break, Winter Break, and Spring Break), Weekends, and E-Days.
5. Be on campus when the Residence Halls are open unless prior approval from the Hall Director and a Residence Life Coordinator has been given for an extended absence (e.g. weekend leaves, vacations, planned trips). RAs can expect to stay longer and return earlier from school breaks to prepare to (re)open the Residence Halls. RAs may be asked to be on duty during special events held by Mines.
6. Resident Assistants are expected to give priority to their job responsibilities over extra-curricular activities. (Prior approval must be obtained from a Residence Life Coordinator for extra-curricular activities and academic internships).
7. Attend weekly Monday Lunch Lessons from 12:00-1:00 pm. Academic conflicts must be approved by a Residence Life Coordinator.
8. With prior approval of a Residence Life Coordinator, an RA may hold another on-campus job (limited to 10 hours per week).
9. It is not recommended to enroll for more than 18 hours of credit per semester while being employed as a Resident Assistant. Exemptions must be pre-approved by the Residence Life Coordinator.

VI. TERM OF EMPLOYMENT: 2015-2016 ACADEMIC YEAR

VII. REMUNERATION: Resident Assistants receive a stipend of $160 per month, plus free room and a residence hall meal plan of your choice. Choosing a “lesser” meal plan will not entitle a staff member to a refund of any kind.

**PLEASE NOTE: THIS POSITION MAY AFFECT THE AMOUNT OF FINANCIAL AID YOU RECEIVE. Consult the Financial Aid Office to determine the impact on your financial aid.**