I. **TITLE:** Resident Assistant

II. **FUNCTION:** A Resident Assistant (RA) is a student hired to perform duties on a part-time basis in the residence halls. RAs specifically engage students in personal development while promoting a safe and academically conducive environment for students who live in the Colorado School of Mines (CSM) Residence Halls. Resident Assistants also serve as a member of the Residence Life Staff.

III. **QUALIFICATIONS:** This position is open to all CSM 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 CSM as a full-time student for the 2012-2013 academic year,
   4. will be on campus during the entire academic year (Fall and Spring semesters),
   5. have a working knowledge of CSM, its policies, regulations, and procedures,
   6. relate well to a wide variety of individuals and groups,
   7. manage time effectively and execute their responsibilities faithfully,
   8. demonstrate high levels of self-awareness and sensitivity to others,
   9. respond reasonably and calmly to emergencies or stressful situations.

IV. **RESPONSIBILITIES:**

   **Community Development**
   1. Be available, responsive and open to all residents in the halls, whether on duty or not.
   2. Know each resident on his/her assigned floor well enough to identify individual needs and concerns.
   3. Provide individual residents with assistance through informal peer advising.
   4. Provide information enabling residents to adjust to the campus community and benefit from the college experience.
   5. Know when and how to refer residents to appropriate campus resources for academic and personal needs.
   6. Promote resident self-responsibility and respect for individual rights.
   7. 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.
   8. Promote and support the Residence Hall Association (RHA) and ensure communication between RHA and the residents through proper RA/floor representation.
   9. Ensure all Bulletin Boards are covered and update one bulletin board per month as part of educational passive programming requirements.

   **Crisis Response**
   10. Participate in duty rotations for individual residence hall staff ensuring that each night is fully covered. Duty begins at 7pm and ends at 7am. Additional coverage for the weekend requires day coverage from 7am to 7pm. Duty consists of three rounds on weekdays, and four rounds on the weekend.
   11. Assist residents to accept responsibility for control of their behavior (e.g. quiet hours, alcohol consumption and visitors) and physical maintenance of the hall.
12. Confront and document violations of CSM and Residence Life when encountered. Follow up appropriately when necessary.

13. Carry assigned CSM phone and answer all calls as soon as possible.

Administrative
14. 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.

15. Assist the Hall Director in conducting at least one Health and Safety Inspection and one fire drill per semester.

16. Complete all paperwork as assigned and required by your Hall Director and/or Residence Life Coordinator in a timely and thorough fashion.

17. 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.

18. Conduct room inspections, public area inspections and call attention to all necessary building repairs and follow-up to ensure their completion.

Staff
19. Attend all required staff meetings/programs assigned by the Hall Director & Residence Life Coordinator.

20. Maintain confidentiality with information which Residence Life Staff and students have shared while being sensitive to information which necessitates consultation with other CSM staff members.

21. Demonstrate overall leadership in clarifying/applying the goals of residential living.

22. Cooperate with other members of the hall staff and the Student Life Office staff in the performance of their duties.

23. Cover front desk hours in the absence of the building Administrative Assistant or Desk Assistants.

Other Duties as Assigned
24. 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/Spring 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 (Fall Break, Thanksgiving 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, plant 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 the Colorado School of 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 Lunch Lessons on Mondays from 12:00-1:00pm. Academic conflicts must be approved by a Residence Life Coordinator.

8. Work closely with and support the Custodial and Maintenance staff.

9. Work closely with and support the Campus Dining Service staff.
10. With prior approval of a Residence Life Coordinator, an RA may hold another on-campus job (limited to 10 hours per week).
11. 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: 2012-2013 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 (Topaz plan applies only to Mines Park). 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.