Resident Advisors (RAs)

Resident Advisors (RAs) are directly supervised by an Area Coordinator, with assistance from a Head Resident. While Resident Advisors are responsible for the entire residence hall, each RA has specific responsibilities to the residents in their assigned area. Resident Advisors play an integral role in establishing a community environment conducive to maximum academic, personal, and social development; maintaining healthy and safe living conditions; and providing overall support of the mission of Residential Life.

Core Duties:
Community Development
- Strive to create a sense of community and mutual respect within the living unit with an emphasis on courtesy, consideration, contribution, involvement, and adherence to University and Residential Life policies.
- Inform all residents about the Community Standards, the Code of Non-Academic Conduct, the Honor Code, and the processes of the Community Standards Board as outlined in Student Handbook.
- Facilitate on-going discussion related to what community members expect of each other as well as how situations will be handled if a member is not living up to those expectations.
- Be available, approachable and visible to students in assigned living environment to assist with personal, social, academic and general resources.
- Participate in a rotating duty schedule whenever residence halls are open including fall, Thanksgiving and Spring Breaks, and other times when classes are not in session.
- Hold meetings with residents on a regular basis, or as needed, to discuss issues, concerns, or problems within the community.
- Collaborate with the Offices of Public Safety and Campus Fire Safety to educate students about pertinent safety issues and prevention.
- Be available during emergencies to assist in assuring the safety and security of residents. NOTE: At the discretion of the director of Residential Life, this position can be deemed essential during emergencies. This means that while other students may be encouraged to vacate campus, ResLife student staff are required to remain at Wesleyan to assist in community response.

Education
- Plan and implement learning strategies in accordance with the guidelines outlined in the Residential Curriculum.
- Assess the wants of the residents; plan and implement activities to meet those needs.
- Assist in the coordination of peer education workshops for the area as appropriate.
- Support resident-led initiatives and encourage participation in other University-sponsored events.

Communication/Administration
- Work closely with Central Staff on duty in responding to and resolving crises.
- Attend weekly staff meetings and regular individual (one-on-one) meetings with your Area Coordinator and Head Resident.
- Keep the Area Coordinator and Head Resident informed of incidents, concerns, and solutions related to residents, and notify the professional staff on duty when appropriate.
- Follow-up on phone calls and e-mail on a daily basis; check mailbox at least every other day.
- Assist in the administration of such procedures as opening/check-in at the beginning of each semester, closing and securing of the area at the end of each semester, lock-outs, room changes, and other tasks as outlined by the offices of Residential Life and Physical Plant.
- Remain on-campus until the residential areas are closed for each break period and assist in the closing of all residential facilities (specific dates are in the Resident Advisor contract).
- Assist in the recruitment, selection, and interview processes for para and professional staff.
• Maintain an effective, consistent and timely sharing of information with the Office of Residential Life via administrative reports (i.e. communication reports, lesson plan evaluations, etc.).

**Advising/Counseling/Referral**
• Hold regular individual interactions with residents.
• Assist students in resolving situations of concern by remaining professional and respecting confidentiality while keeping supervisors updated and informed.
• Be aware of the various campus and community resources available to students, and make appropriate referrals as needed.
• Recognize when a concern is beyond an RAs’ level of comfort and competence; and refer students to the many resources available to them.
• Address and report concerning conduct in residential facilities.
• Assist other University personnel in the early intervention for resolving situations or conflicts.
• Get to know students of the area well enough to recognize behavioral changes or patterns that may require intervention; inform the Area Coordinator of such concerns.
• Respond promptly and professionally in crises; know appropriate protocol as outlined in the Staff Manual.

**Overall Expectations:**

**Training**
• Return to campus in advance of residents each semester (specific dates are outlined in the contract) for a comprehensive training session.
• Act responsibly during the training and not engage in behavior that might impair one’s ability to participate fully.

**Job Performance**
• Act in accordance with the philosophy, objectives, and standards of the University and the Office of Residential Life; maintain a standard of personal conduct commensurate with the responsibilities of this position. Understand that House Managers are representatives of Wesleyan University and role models at all times. Being a good role model includes but is not limited to situations involving alcohol consumption, dating relationships with residents, and participation in public forums and electronic communities.
• Adhere to University policy as well as local, state, and federal laws.
• Maintain satisfactory academic and judicial status as outlined in the Staff Manual.
• Participate in a formal evaluation process once each semester, informal evaluation should occur regularly between the House Manager and the Area Coordinator.
• Understand that any job performance deemed unsatisfactory will be handled in accordance with the Staff Discipline Process as outlined in the staff manual.

**Remuneration**
• Sophomore Resident Advisors will receive a stipend of $7,828.62 for the full academic year, junior and senior RAs will receive a stipend of $9,787.68. Paychecks are monthly.

Revised January, 2020