

Student Housing and Residential Life

College of the Siskiyous, 800 College Ave., Weed, CA 96094

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Resident Assistant Job Description 2024-2025 Academic Year

Applicants: Please keep this sheet for your reference. **Do not turn this sheet in.**

The Resident Assistant (RA) is a mature, responsible student who is a student staff member in the College of the Siskiyous Student Housing and Residential Life Program chosen by leadership, character, and the ability to relate well with others. RAs support and supplement the process of formal education by enhancing the quality of life in the Student Housing. The RA is concerned with the growth and development of each individual in his/her building. Each RA is also responsible for promoting a community environment conducive to the individual rights and responsibilities of students.

Under the direct supervision of the Assistant Director (AD) of Student Housing, the RA will fulfill the general responsibilities and requirements listed below **and** in the employment agreement.

Requirements for the Position

- Must be authorized to work in the United States, and ready to provide documentation necessary for employment to Human Resources (Social Security Number, valid identification, etc.) Work authorization may be obtained after the position is offered for international students.
- Must abide by and uphold all college rules, regulations, and policies while in the employ of College of the Siskiyous as a student staff member.
- A 2.5 cumulative average for hiring; 2.5 cumulative average to be maintained throughout the academic year.
- Must be a full-time registered COS student (12 units throughout the year).
- Attend all training workshops before the fall and spring semesters.
- Sign an annual room and board agreement, obtain a meal plan, and take meals in the college dining facilities.
- The RA must schedule time to perform the necessary and specific job responsibilities as well as be available when called upon by students and staff for emergency purposes. RAs are expected to be available daily to provide assistance to students, including weekend, evening, overnight and holiday hours.
- A minimum of 15 to 20 hours a week must be allocated by an RA to serve the needs of their residents and assist the Office of Student Housing and Residential Life.
- The RA is required to participate in a rotating duty schedule which includes weeknights, weekends, and holidays, and is required to remain on campus during those shifts.
- Initial appointment for RAs will be to remain in position for one academic year (Fall 2024 - Spring 2025). By performance evaluations, the department will make reappointment evaluations each semester based on the strengths and skills of each individual staff members. Additionally, each RA is required to go through the RA rehire process to be considered for continued employment the following year. Any RA who is found not able to fulfill their duties may be dismissed from the position at any time, and their License Agreements revoked. RAs that are dismissed or step down from the position may be financially liable for the previously provided RA benefits, as well as standard cancellation fees. This position is at-will employment.

Specific areas of responsibility (employment agreement provides full description)

Focus Points

- Support, Advise and Refer
- Observe and Report
- Information and Communication
- Community Development & Program Planning
- Policy Communication
- Administrative Support
- Safety, Security, and Emergency Response
- Working with residents to prevent conflict, and mediate conflicts that arise.
- Understanding, explaining, following, and enforcing all College and Housing rules, regulations, and policies.
- Attending and actively participating in all staff meetings.
- Learning, performing and directing emergency procedures.
- Keeping accurate records of incidents regarding residents and maintaining confidentiality in accordance with FERPA law.
- Participating in a rotating duty schedule during weeknights, weekends, and holidays.
- Performing nightly rounds while on duty to ensure safety of all residents, and working order of all facilities and amenities in Student Housing.
- Be able to respond to emergencies on an on-call basis.

Compensation

For the academic year and all training periods the RA receives the following compensation:

- Furnished room with bed, desk, and drawer
- Full compensation of smallest meal plan option, 1650 per term (to be used during summer training 2024, winter intersession, holidays, college breaks and the academic year). RAs will have the option to pay the difference for larger meal plans if desired.
- Approximately \$192 per month stipend, dependent on completion of tasks such as hosting programs, and creating passive boards. The stipend and the overall amount are conditional depending on program evaluation and execution determined by the department.
- Per diem compensation during breaks and Holidays equal to \$64 per day, \$128 on holidays.

* Please Note: Requirements and compensation may change at any time due to college policies and updates. RA contracts will elaborate and go into depth with specific job duties and requirements.