

APPLICANTS: Please keep this sheet for your reference. **DO NOT TURN THIS SHEET IN.**



**OFFICE OF STUDENT HOUSING  
RESIDENT ASSISTANT  
JOB DESCRIPTION 2021-2022 ACADEMIC YEAR**

The Resident Assistant (RA) is a mature, responsible student who is a salaried student staff member in the College of the Siskiyous Student Housing Department 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 Lodges. 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 and Lodge Coordinator, the RA will fulfill the general responsibilities and requirements listed below and in the employment agreement.

**I. Requirements for the Position**

- a) Must abide by and uphold all college rules and regulations while in the employment of College of the Siskiyous as a student staff member.
- b) A 2.5 cumulative average for hiring; 2.5 cumulative average to be maintained throughout the academic year.
- c) Must be a full-time registered COS student (12 credits).
- d) Attend all training workshops before the fall and spring semesters.
- e) Sign an annual room and board contract, obtain a meal plan, and take meals in the college dining facilities.
- f) The RA must schedule time to perform the necessary and specific job responsibilities as well as be available when called upon by students for emergency purposes. RAs are expected to be available daily to provide assistance to students, including weekend, evening, overnight and holiday hours.
- g) A minimum of 15 to 20 hours a week must be allocated by an RA to serve the needs of his/her residents and assist the Office of Student Housing and Residential Life.
- h) The RA is expected to remain on campus during most weekends and participate in a rotating duty process for their residence area.
- i) Initial appointment for RAs will be to remain in position for one academic year (fall 2021 – spring 2022). 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 and repayment for the previous time in the Lodges at any time. This position is at-will employment.

**II. Specific areas of responsibility (employment agreement provides full description)**

**Support, Advise and Referral  
Information and Communication  
Community Development & Program Planning  
Policy Communication  
Administrative Support  
Safety and Security**

- Working with residents to prevent and mediate conflicts that arise.
- Understanding, explaining, following, and enforcing all University and Housing policies and philosophies.
- Attending and actively participating in all staff meetings.
- Completing programs as part of the residential curriculum model.
- Being able to perform and direct all emergency procedures.
- Keeping accurate records of resident discipline incidents and maintaining confidentiality regarding discipline violations
- Participating in an on-call rotation during weeknights, weekends, and holidays

### III. Compensation

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

- 1) Furnished room with bed, desk, and drawer
- 2) 1000 points paid towards a meal plan of your choosing: 1800, 2000, 2300 points (to be used during summer training 2021, winter intersession, holidays, college breaks and the academic year).
- 3) Approximately \$130 ~ per month stipend

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

