New Resident Assistant
Office of Residence Life & Housing
Position Description

Position Overview
The Resident Assistant (RA) is an integral position in the Residence Life program. The RA is responsible for the successful provision of community development initiatives and services that contribute to student academic, personal and professional success. The RA encourages student involvement and leadership in an assigned floor/house community in support of the university's academic mission. The Residence Life and Housing Department encourages all qualified residents to apply. The invitation to apply is inclusive and is not limited by ethnicity, age, gender, religious preference, sexual orientation, or physical ability.

Requirements
1. Cumulative and semester GPAs of 2.25, which must be maintained while employed as an RA
2. Enrolled in at least six (6) hours, International Students enrolled in at least twelve (12) hours
3. Must be able to commit to one full academic year of employment (2023-2024)

Preferred Qualifications
These qualifications outline the skills, which the department sees as desirable in staff members who hold this position.
1. Cumulative GPA of 2.75 or higher is preferred
2. Enrolled in at least twelve (12) hours
3. Achieved sophomore status, or the equivalence of two semesters of academic work
4. Live in an on-campus residential environment for at least one full semester

Preferred Skills
Preference will be given to those candidates who demonstrate exemplary skills in the following areas:
- Communication
- Critical Thinking
- Leadership
- Inclusive

Job Expectations
The following job expectations are outlined to assist both RAs and residents in their endeavors to be academically, personally, and professionally successful.

Community Building
- Work to ensure successful community development
- Engage residents in a variety of activities that will foster a sense of community
  - Responsible for documented intentional resident interactions
  - Seeks and builds opportunities for relationship building and community involvement
  - Help residents adjust to roommates/suitemates/floor mates, residence halls, university, and Wichita Falls
  - Establish and maintain an open relationship with each member of the community
  - Assist residents with their personal/group concerns
  - Partners with Residential Peer Educators to engage and connect residents with available resources
- Maintain respect and confidentiality among students when responding to sensitive issues within the community
- Communicate resident successes and issues of concerns with supervisor
- Promote positive relationships with residence hall and apartment support staff (main office administrative staff, custodians, maintenance staff, etc.)

Student Success
- Encourage an academic environment in the residence halls
- Model and lead a healthy lifestyle
- Maintain a sense of professionalism while interacting with students, staff, MSU employees, MSU services, guests, and all other stakeholders
- Provide and maintain resource information on bulletin boards and other media which contribute to student academic, personal, and professional success
Serve as a source of information for students who require assistance from university support services
Actively connects residents to Peer Educator programming or other campus resources for community activities and educational resources

Safety and Security
- This position is designated as a Campus Security Authority (CSA)
- Carry out department guidelines for helping residents and dealing with emergencies
- Assists with health and safety checks, fire drills, and other administrative building walks including completing the corresponding paperwork
- Participate in weekly on-call during the week and select weekends as scheduled and as outlined by departmental guidelines
- Confront, document, and refer violations of the student code of conduct in a timely manner per departmental guidelines
- Work cooperatively with residents to maintain the rights and privacy of all residents

Administrative Support
- Complete room inventories, occupancy reports, work orders, activity/programming reports, weekly reports, and other reports as assigned
- Inform residents of procedures (ex. work orders, lock-outs, etc.)
- Work two (3 hour) hall office shifts
- Respond to supervisor and department communication in an appropriate and timely manner as instructed via supervisor or departmental guidelines
- Function as a member of the staff team
- Conduct tours in the residence halls and apartments
- Perform other duties as assigned

Active involvement is required in the following:
- Staff training (pre-semester and ongoing workshops) and other meetings as identified by the department or supervisor
- Staff selection process
- University programs such as Round-Up Events, Stampede Week, Family Weekend, Homecoming, Mustangs Rally, and other programs as identified by the department or supervisor

Commitment
Upon accepting the position, the RA accepts the conditions of the employment outlined in the departmental manual, RA work agreement, and position description.

Resident Assistants are expected to fulfill their academic commitments as their first priority. Students enrolled in coursework requiring an extreme time commitment (including but not limited to the following: internships, student teaching and upper level clinical rotations) or graduating mid-year are not eligible to apply.

The Resident Assistant position should, however, remain primary above all other activities, campus involvement, or secondary employment (secondary employment is limited to 10 hours per week on or off campus). RAs seeking additional employment or extensively involved activities must consult with their supervisor or a departmental representative.

Participation in the Resident Assistant Program for the 2023-2024 academic year begins upon accepting the offer to serve as an RA and concludes on Monday, May 13, 2024. **Note:** RAs will be asked to arrive to campus prior to the arrival of the rest of the student body and will remain on campus after their residents have left each semester.

Remuneration
- Private Room (when available)
- All RAs will receive a paid for 150 Meal Block with $100 Flex Dollars.
- Semester Stipend: $300 per semester