



WINONA STATE UNIVERSITY HOUSING AND RESIDENCE LIFE Resident Assistant Employment Agreement

The Housing and Residence Life program is committed to promoting a welcoming, inclusive, safe and engaging living and learning environment. Resident Assistants (RAs) serve as peer advisors to students and assist the Hall Director (HD) with community development, crisis response, and administrative duties. The specific responsibilities of an RA include the following:

Eligibility Requirements

1. Be a full time student in good academic standing and maintain a minimum 2.5 cumulative GPA
2. Limit academic coursework to no more than 16 credit hours per semester unless pre-approved by your HD
3. Forego all other employment or club/organizational leadership position unless pre-approved by your HD
4. Be in good conduct standing with the University at all times
5. Successfully complete a criminal background check as required by Minnesota state law
6. Complete all staff trainings as assigned by the HD and/or Department, including Assessment Day Training, Mini-Retreats, Winter Training, and Spring Retreat

Welcoming

1. Exhibit genuine concern and interest for residents by being available, approachable, and accessible
2. Check mailbox, emails, and hall website at least once daily to ensure timely communication
3. Return approximately 1 ½ weeks prior to Fall Opening in Residence Halls to complete staff training and prepare halls for student arrival
4. Be available for 10 open door hours per week
5. Hold periodic community meetings regarding initial building orientation, University breaks, and hall closure, and to address community issues or initiatives
6. Develop a positive living-learning environment that supports both personal and academic success
7. Complete all check-ins and check-outs from the Residence Halls, including administrative paperwork and key returns, in a positive and friendly manner

Inclusive

1. Initiate contact with, get to know, and develop a positive relationship with each student in the community
2. Ensure that each resident is respected and valued in your community by creating a culture of inclusion and positive respect
3. Actively support and promote campus activities surrounding social justice, equity, and inclusion.
4. Attend one diversity/ inclusion speaker/event per semester
5. Develop and cultivate an understanding of various work styles, strengths, and personalities of your teammates to ensure a positive and effective staff team
6. Manage community budget and use proper discretion when purchasing

Safe

1. Participate in RA-On-Duty rotation throughout the semester



2. Perform and record monthly health and safety inspections (includes breaks and closed weekends)
3. Ensure confidentiality of student data and information by following departmental policies for maintaining and accessing student data (electronic and physical documents/information)
4. Submit a weekly report to your HD
5. Communicate effectively with the HD, including all relevant information about actions or behaviors that may endanger students or others within the halls
6. Use discretion when communicating needs and concerns of students and maintain privacy
7. Serve as a mediator for conflicts involving residents of the community
8. Utilize strong problem-solving and crisis response skills
9. Understand, explain, enforce, and abide by all policies and rules as specified in the Housing and Residence Life handbook, the WSU Student Code of Conduct, and the WSU General Catalog
10. Report the facts about any disruptive incident or situation which may violate Residence Life or University policies
11. Serve as a Campus Security Authority (CSA) as a mandatory reporter for WSU
12. Complete all necessary documentation in a timely manner
13. Stay up to 24 hours past hall closing preceding each break (Thanksgiving, Winter, Spring) and 24 hours after graduation day at the end of the year as specified by the HD (East Lake required until 5/16)
14. Report facilities and technology work requests in a timely manner

Engaging

1. Act as an initial support to students who are experiencing academic, personal, social or financial concerns and make referrals when necessary
2. Plan, advertise, and execute events and activities in your Residence Hall as instructed by your HD
3. Actively support Hall Council, RHA, and NRHH by encouraging participation from your community and through collaboration and attendance at their meetings and events
4. Prepare door decorations and bulletin boards for the community as instructed by your HD
5. Attend and participate in weekly staff meetings as directed by the HD
6. Attend and participate in bi-weekly one-on-one meetings with your HD
7. Partner with other University departments and collaborators to connect residents to available resources on-campus
8. Promote Residence Life, University, and community events and activities through the distribution of approved flyers and floor newsletters as instructed by your HD