RESIDENT ASSISTANT

Position Description

2027-2028

Resident Assistants (RAs) are registered student staff members working approximately 20 hours per week within Housing & Residence Life. RAs play an active role in building a residential community where all students feel welcomed, included, safe, and engaged. In this leadership position, RAs utilize skills in communication, conflict resolution, problem solving, and event/activity planning. RAs work closely with and receive primary work direction from their professional staff member. RAs keep their supervisor informed of the interests, concerns, needs, and observations of students in their area through regular meetings and reporting mechanisms. RAs also assist Housing & Residence Life with the administrative functions related to our housing program and facilities. RAs are hired for the academic year and contingent upon satisfactory performance. Major areas of the RA job responsibility include:

WELCOMING

- Exhibit genuine concern and interest for residents by being available, approachable, and accessible
- Check e-mail and mailbox at least once daily and respond within one business day.
- Schedule and post 10 open door hours per week as determined by their supervisor.
- Hold periodic community meetings regarding initial building orientation, University breaks and hall closures, and to address community issues or initiatives
- Develop a positive living-learning environment that supports both personal and academic success
- Complete all check-ins and check-outs from the Residence Halls, including administrative paperwork and key returns, accurately, on time, and in a welcoming manner.

INCLUSIVE

- Initiate contact with each resident within the first weeks of the semester and build a positive relationship with every student throughout the year.
- Foster a community where every resident is respected and valued; address bias, harassment, and exclusionary behavior, and report bias incidents through the appropriate channels.
- Actively support and promote campus activities surrounding social justice, equity, and inclusion.
- Attend two staff development events per semester
- Develop an understanding of teammates' work styles, strengths, and personalities, and collaborate to build a positive, effective staff team.
- Effectively manage allocated community funds by exercising good judgment in purchasing and maintaining spending within approved budget limits.

SAFE

- Participate in the on-duty rotation as assigned, including completing duty rounds. While on duty, be present and available in the residence community from 7PM-7AM (Weekdays) and 7PM-9AM (Weekends) and respond to emergencies and incidents, as needed.
- Participate in break duty rotation and complete all responsibilities for the assigned break as determined by your supervisor and Housing & Residence Life.
- Perform and record monthly health and safety inspections (includes breaks and closed weekends)

- Ensure confidentiality of student data and information by following departmental policies and FERPA guidelines for maintaining and accessing student data (electronic and physical documents/information), sharing concerns only with appropriate staff and noting that confidentiality has limits when reporting required.
- Exhibit positive role modeling and professionalism to employees and residents by consistently demonstrating integrity, accountability, and sound judgment.
- Exhibit privacy and discretion with information you have about students and staff.
- Promptly communicate to professional staff any information about actions, behaviors, or conditions that may endanger students or others in the halls
- Use StarRez accurately and confidentially for documentation and reporting.
- Address and mediate resident conflicts and escalate to professional staff when safety concerns or policy violations are involved.
- Utilize strong problem-solving and crisis response skills.
- 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.
- Document and report factual information about any disruptive incident or situation that may violate Residence Life or University policies in a timely manner.
- Serve as a Campus Security Authority (CSA) as a mandatory reporter for WSU
- Report facilities and technology work requests in a timely manner.
- Must be back in your designated room from 2AM-7AM, unless time away has been granted. (Time away is approved by the professional staff, 12 nights per semester)

ENGAGING

- Serve as an initial point of support for residents experiencing academic, personal, social, mental health or financial concerns, within the scope of the RA position, and connect them with appropriate campus resources.
- Plan, advertise, and execute events and activities in your Residence Hall as instructed by professional staff
- Actively support Housing & Residence Life student leadership and committees by encouraging participation from your community and through collaboration and attendance at their meetings and events.
- Prepare door decorations and bulletin boards for the community as instructed by professional staff
- Participate in regular staff meetings, one-on-one meetings with professional staff, formal evaluations processes and the RA hiring process
- Promote Residence Life, University, and community events and activities through the distribution of approved flyers and floor newsletters as instructed by your professional staff
- Facilitate the Roommate/Suitemate/Apartment Agreement process; assist students in mediation of roommate conflicts and/or refer students to the Residence Life room change procedures.
- Assist Housing & Residence Life in all sponsored events as requested or assigned.

POSITION REQUIREMENTS AND QUALIFICATIONS

- Two semesters living on campus or equivalent (current semester can count as one)
- Cumulative GPA of 2.5
- Good conduct standing
- Satisfactorily complete a criminal background check as required by Minnesota state law

- Complete all staff trainings as assigned by the professional staff and/or department, including but not limited to Assessment Day, Fall and Spring training, mini retreats
- Available for all closed weekends, opening, orientation and closing as outlined in offer letter

CONDITIONS OF CONTINUAL EMPLOYMENT

- Remain registered as a full-time undergraduate student at Winona State University
- Maintain a cumulative GPA of at least 2.5
- Complete OR 301: Resident Assistant Development course during the spring semester off hiring with a minimum of a "B" average
- Complete summer online training modules by given deadline
- Limit academic coursework to no more than 16 credit hours per semester unless pre-approved by your supervising professional staff member.
- Any outside employment or significant activities (i.e. executive board positions) must have prior approval by professional staff.
- Maintain good conduct standing

COMPENSATION PACKAGE

Resident Assistant (Year 1)	Full Room Cost	14 Meal Plan + Dining Dollars	$1650 / Year Stipend
Resident Assistant (Year 2+)	Full Room Cost	14 Meal Plan + Dining Dollars	$1750 / Year Stipend