



Department of Residence Life

RESIDENT ADVISOR (RA) POSITION DESCRIPTION

General Description

The Resident Advisor (RA) is a live-in student staff position. The undergraduate residence hall staff member is responsible for assisting the Resident Director with the successful provision of services, resources and programs in Creighton's freshman and sophomore residence halls for approximately 30-40 students. The RA receives direct supervision from the Resident Director, indirect supervision from House Advisors and Assistant Resident Directors. The employment period is on a 9-month cycle beginning in August and ends in May.

Qualifications

- Resident Assistants cannot be on Academic or Disciplinary Probation and must have a Q.P.A. of 2.50 to apply for the RA role.
- Achieved Junior status or at least 4 semesters of collegiate academic work and enrolled as a full-time student during employment.
- Prior residence hall leadership, campus ministry retreat, or weekly service experience is preferred and will be used as an initial criterion in evaluating candidates.

Student Responsibilities

1. A Q.P.A. of 2.50 must be maintained while employed in the Resident Advisor role.
2. Lives out and models all expectations in full as outlined in the *Student Credo*, the *Creighton University Student Handbook*, and the *Department of Residence Life Student Staff Employment Agreement*.
3. An RA cannot remain in the position if on Academic or Disciplinary Probation with the University.

Position Responsibilities

Student & Community Development (80%)

1. Works to promote community & personal development in the context of a Jesuit, Catholic liberal arts institution.
2. Knows 100% of their residents within the first six (6) weeks of classes in the fall.
3. Positively contributes and meets all expectations of RAs in the freshman program or sophomore program residence halls.
4. Individually meets with the Resident Director every third week, updating the RD on resident concerns and floor issues.
5. Recognizes the special contributions of individual residents and staff members.
6. Assists in creating an orderly environment that supports academic and personal pursuits. This includes, but is not limited to, mediating roommate conflicts, informing residents about any pertinent community news/announcements, and sponsoring events and/or activities that serve to build community.
7. If the RA is involved in a specific program (ie: Cortina, FLP, Honors, etc.), the RA must also meet all stated expectations of that role.

Student Care & On-Call Duty (10%)

1. Responds to the personal needs and concerns of residents.
2. Performs on-call duty on a rotating basis for the residence halls, serving as the first-response university official and performing three (3) nightly duty tours through each facility assigned by the Resident Director.
3. Shares information about students with their supervisor and other appropriate University personnel. Due to the nature of the relationship between the Resident Advisor and the student, confidentiality can never be absolutely guaranteed.
4. Fulfills security-desk hours on a rotating basis for the residence halls on Friday and Saturday nights from 7pm-2am.

Administration & Facility Operations (5%)

1. Maintains accurate and up to date records of room assignments, check-ins/check-outs, occupancy reports, and other operational information relevant to that hall.
2. Conducts weekly inspections of the floor's physical environment and submits work orders for maintenance issues while also informing GARD/ARD. Coordinates and conducts health and safety inspections before or during Fall, Christmas, and Spring Breaks.

Departmental & University Duties (5%)

1. Attends hall staff meetings and freshman/sophomore program meetings (Mondays 9-11pm), and Residence Life training sessions.
2. Participate in other department/university committees aimed at encouraging student and community development.
3. Outside the RA role, all other combined activities including internships or other employment cannot exceed eight (8) hours/week without advance approval by the Resident Director.
4. RAs are required to be in their residence hall a minimum of four (4) nights per week for at least four hours. RAs also receive two (2) weekends off per semester, not including retreat or leadership activities off-campus.
5. Other duties as assigned by the Resident Director and senior members of the Department of Residence Life.

Remuneration

This 9 month, live-in appointment provides a stipend of \$900 for the first year and \$1050 for the second year a meal plan and a private, single bedroom. The RA may be compensated for other work (not mentioned above previously in this document) done outside the regular Residence Life academic year (Christmas breaks and Summer, specifically). This position is considered a 20hr per week position, not including on-call duty responsibilities. An RA can work up to an additional eight (8) hours outside of their 20hrs in the RA position with the permission of the Resident Director. Students who receive room and/or board as a condition of scholarship, award, or grant cannot receive a cash equivalent for the Resident Advisor room and board benefit.