RA Job Overview

I. Administrative Responsibilities
   1. Attend a weekly staff meeting, bi-monthly one on one meeting with RC supervisor and bi-monthly All Staff meetings.
   2. Submit weekly reports and other paperwork to supervisor according to deadline set.

II. Facility Maintenance
   1. Submit work orders for all maintenance/furniture/housekeeping needs in area and log work orders in staff office.
   2. Assist with all resident check-in and check-out procedures, including opening, closing and room changes. Conduct health and safety inspections once a semester.

III. Duty
   1. RAs rotate a duty schedule among their staff. Weekday duty (Sunday-Thursday) is from 7 p.m. until 8 a.m. the following morning. Friday night duty begins at 7 p.m. and goes until 7 p.m. the following evening. Saturday duty begins at 7 p.m. and goes until Sunday at 7 p.m. During the day on Saturday and Sunday, RAs are expected to be on campus and report back to their room at 7 p.m.
   2. The duty RA should make three complete rounds of their area between 7 p.m-2 a.m, recording them on the Nightly Duty Log.
   3. Assume duty coverage for vacation periods (i.e: Fall Break, Thanksgiving, Spring Break, Easter Break) as scheduled. Compensation will be provided for meals when the dining hall is closed during these time periods.
   4. All staff is expected to be on campus for opening weekend, the night of break closings, and the last night of final exams (staff from each area will be assigned for duty on these days as well). Staff is expected to assist with all break closings and stay until the following morning to ensure all check outs/room checks have been completed. These breaks include: Fall break, Thanksgiving, Spring break, Easter, and fall and spring semester closing (including graduation).

IV. Community Development & Advising
   1. Be available to students for advisement/guidance, even when not on duty. Assist in mediating student conflicts utilizing Roommate Agreements and Community Living Agreements.
   2. As a resource person, promote full cooperation with all offices in the College and make appropriate referrals.
   3. Solicit suggestions from floor/building residents and plan activities according to interests.
   4. Implement the Community Development Model, completing the required expectations as set forth during fall training.

V. Policy Enforcement and Safety
   1. Submit Incident Reports, CARE Reports, FYIs and other documentation following an incident or situation.
   2. Abide by and enforce Residence Life and College policies and report all violations of regulations by residents or non-residents.

VI. Leadership and Staff Support
   1. Conduct floor/area meetings each month or as necessary.
   2. Maintain a presence on your floor. Be available and visible.
   3. Attend all Training Sessions during the August and January RA Trainings. August training is approximately 2 weeks prior to the New Students arriving to campus; January training is approximately 5 days prior to students returning to campus. Athletes will be required to attend all training sessions regardless of pre-season obligations.
   4. Participate in Residence Life Committees as assigned in the fall semester.
   5. Participate in staff evaluations, RA/RC Selection, and Housing Deposit and Selection processes.

VII. Ethics
   1. As a RA, you represent Chestnut Hill College, both on and off campus. Your conduct is a reflection of the college and is to be taken seriously. All College policies are to be abided by.
   2. Maintain full confidentiality, never speaking about students or issues to any other student and only to fellow staff when appropriate.
   3. I will be cognizant of my relationship with students. More than friendly or social relationships with residents on my floor can compromise my leadership in the hall. My relationships should role model the mission of the college.
   4. I will maintain electronic responsibility as it pertains to the use of the internet and other forms of electronic communications (which includes, but is not limited to Instant Messenger, email, Facebook, Twitter, etc.) I understand that as a representative of the Office of Residence Life and employee of Chestnut Hill College any communication should be a positive reflection of my role as a leader in the campus community.