

Minot State University
DEPARTMENT OF RESIDENCE LIFE
Job Description 2019-2020

The Resident Assistant (RA) is a graduate or undergraduate full time student, who is primarily responsible for developing and promoting a safe and educational community among the residents on their floor. The position is a ten month employment and reports to the Residence Hall Director (RHD).

No statement can be made as to the exact number of hours RAs must devote to the position. This will vary from one day to the next. It should be understood that the position is demanding in time and effort and availability is a large part of being a successful RA.

CONTRACT TERM

The RA contract is a ten-month continuous position starting **August 1, 2019 until May 17, 2020.**

REQUIREMENTS AND QUALIFICATIONS

1. Must be enrolled as a full time MSU student and not carry more than 18 credit hours per semester, unless approved by the Residence Life Coordinator (RLC).
2. Maintain a minimum cumulative and semester grade point average of 2.75.
3. Forego all other employment during the term of employment (excluding University break periods).
4. Uphold a level of personal conduct appropriate to the responsibilities of the job.
5. Abide by all University and Hall policies, as well as state, and federal laws.
6. Attend Fall and Spring training sessions, staff meetings, one-on-ones, staff/professional development, and other events as assigned.

RESPONSIBILITIES

Community Building

1. Position will require up to 18 hours a week of duty and desk hours operation.
2. To be generally available in your room for the residents who need assistance on a day to day basis.
3. Complete a minimum of one bulletin board and door decoration per month to meet the expectation of RHD or RLC.
4. Implement programs in the halls to fulfill Residence Life program model requirements.
5. Create an environment of community, an atmosphere of courtesy, consideration, and unity among members living on the floor.
6. Serve as a positive role model for residents on the floor, in the building, and as well as on and off campus.
7. Facilitate opening and closing floor meetings as well any other floor meetings as necessary.
8. Become personally acquainted with the residents as soon as possible.
9. Display and maintain a positive and professional attitude while working front desk and interacting with residents.
10. Understand residence hall emergency procedures and respond to emergencies.
11. Confront behaviors that violates the Residence Hall Handbook and the Student Handbook.

COMPENSATION

Compensation for the RA job is valued at over \$7,300.00 for the entire academic year. This includes a single room (values at \$3,100), and a monthly salary (to be announce prior to begging of contract).