Published on *Department of Residence* (https://dor.uni.edu)

UNIVERSITY OF NORTHERN IOWA
Department of Residence
Resident Assistant Position Description
ROTH

The ROTH Resident Assistant is a Department of Residence staff member whose responsibility is to serve as a student advisor for 45 - 75 students in ROTH. As an advisor, the Resident Assistant provides assistance to residents regarding personal, interpersonal and academic concerns, and is instrumental in assisting the community in becoming a cohesive and inclusive living and learning community.

The Resident Assistant is supervised by a Residence Life Coordinator. In conjunction with the other Resident Assistants, they develop and support the objectives of programs, helps maintain ROTH and university policies and procedures and assists with the administration of ROTH.

Minimum Qualifications
Resident Assistants must have at least one semester of residence hall experience at UNI (or at another institution of higher education) and a minimum 2.25 cumulative grade point average at the time of employment. Resident Assistants must maintain a minimum semester and cumulative 2.25 GPA while in the Resident Assistant position. Resident Assistants must possess outstanding skills in verbal and written communication. Resident Assistants need to be in good behavioral, academic, and financial standing with the university and be full-time, degree-seeking students.

Appointment Period
Resident Assistants are employed for the entire academic year. Resident Assistants hired for the 2017-2018 academic year will be expected to begin work on Wednesday, August 3, 2017 through Sunday, May 6, 2018. They are expected to return after winter break to start training on January 4, 2018. Some training will occur during the 2016 spring semester and will include spring workshop, March 24-25, 2017. Resident Assistants are expected to be available and provide coverage during continuous housing periods (i.e. Thanksgiving, semester break, and spring break). Participation in non-academic activities during training periods is subject to approval by the Residence Life Coordinator and Assistant Director of Residence Life.

Compensation

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- Ÿ $2400 Stipend (meal plan not included)
- Ÿ Meals during scheduled training sessions

Preferred Qualifications

- Commitment to academic excellence
- Outstanding skills in
    - Conflict resolution
    - Creative thinking
    - Organization
    - Time management

- Positive attitude and commitment
- Celebrate the unique individuals and differences that comprise our communities through engagement, dialogue, and a commitment to excellence
- Uphold community standards and maintain a comfortable, safe, and vibrant environment
- Self-motivation
- Capacity to deal with change

Responsibilities

STAFF DEVELOPMENT AND TRAINING

- Attend training and workshops before fall and spring semester, as well as during the spring semester for the following year (if returning to the position).
- Attend in-service training sessions throughout the year as expected.

RESIDENCE EDUCATION

- Implement the Residence Education Mission by assessing and addressing the developmental needs of individuals, as well as the relational needs of the community.
- Carry out collateral assignments (including committee appointments and liaison positions) designed to promote the Residence Education Mission at the residence hall and departmental levels.

ADMINISTRATIVE RESPONSIBILITIES

- Actively and positively participate in weekly staff meetings, scheduled hall training activities and workshops, and other meetings as designated by the Residence Life Coordinator.
- Participate in the selection of new Resident Assistants.
- Attend, participate and assist with planning the UNI RA Conference, including pre-conference work.
- Participate in an on-call rotation with the other Resident Assistants in ROTH complex, including completing a number of rounds, as assigned by the Residence Life Coordinator.
- Assist in the opening and closing procedures at each break by returning early before the halls open and staying late, after the halls close.
- Remain on campus for an average of three out of four weekends per month (taking up to 10 nights away/semester). Remain on campus during the following times: Homecoming, the weekends prior to and immediately following the opening and closing of the residence halls (except extended weekends), and any other weekends or days identified by the Department of Residence. All requests for time away are subject to approval by the Residence Life Coordinator.
- Assist with and complete administrative tasks in a timely manner and as directed by the Residence Life Coordinator.
- Adjust outside involvement in clubs and organizations in line with the time requirements of the position. Outside involvement should be limited to 10 hours or less per week and discussed with the Residence Life Coordinator prior to making any commitments.
- Avoid other employment unless prior approval by the Residence Life Coordinator is secured per the student employment policy. Outside employment should be limited to 10 hours or less per week, and discussed with the Residence Life Coordinator prior to making any commitments. Fewer hours may be approved if you are also involved in clubs and organizations. (RAs are not permitted to hold additional on-campus employment)

DEPARTMENT OF RESIDENCE STAFF TEAM

- Uphold all the rules, regulations and policies of the Department of Residence, the University of Northern Iowa and the State of Iowa.
- Be a role model for other students. Set positive examples of behavior for others to observe and adopt, always striving to improve the RA position and achieve personal growth. Make decisions that favorably represent the university and the Department of Residence.
- Maintain a professional and positive attitude and manner while serving as a university employee and representative of the Department of Residence both on and off campus.
- Know, understand and fulfill the responsibilities of the Resident Assistant position description, including additional responsibilities as assigned by the Residence Life Coordinator.
- Demonstrate support and respect for all Department of Residence staff in the performance of their responsibilities, including fellow Resident Assistants, desk assistants, custodial, maintenance, secretarial and dining center employees.
- Develop a positive working relationship with the Residence Life Coordinator and with peer staff members.

UNIVERSITY RESOURCE AND REFERRAL AGENT; GENERAL RESPONSIBILITIES

- Be available to assist in and able to respond to emergency situations involving health, security and safety of students.
- Serve as a knowledgeable consultant for students concerning university support services (e.g., Counseling Center, University Health Services, Academic Advising, Career Services, and others) as identified by the Residence Life Coordinator.
- Assist students with any physical, personal, social or environmental health concerns. Participate in health assistant information and programs for first aid and CPR.
- Submit necessary reports of health care services provided to students to your Residence Life Coordinator.
- Promote health care services through increased communication to residents concerning the services available, including referrals to University Health Services.
- Consult with University Health Services staff regarding issues which may warrant professional assistance.

RA Application

Source URL: https://dor.uni.edu/admin/roth-ra