UNIVERSITY OF NORTHERN IOWA
Department of Residence
Resident Assistant Position Description

The Resident Assistant is a Department of Residence staff member whose responsibility is to serve as a student advisor for students in a university residence hall or apartment complex. As an advisor, the Resident Assistant provides help to residents regarding personal, interpersonal and academic concerns, and is instrumental in assisting the house 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 residence hall programs, help support residence hall and university policies and procedures, and assist with the administration of the residence hall.

Minimum Qualifications
- Applicants must have at least one semester of residence hall experience at UNI (or at another institution of higher education).
- Applicants must have a minimum 2.25 cumulative grade point average at the time of employment.
- Applicants must maintain a minimum semester and cumulative 2.25 GPA while in the position.
- Applicants must possess outstanding skills in verbal and written communication.
- Applicants need to be in good behavioral, academic, and financial standing with the university and be full-time, degree-seeking students at the University of Northern Iowa.
- Applicants cannot be student teaching while in the position.
- Applicants cannot complete a full time internship beyond 10 hours a week while in the position.

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

Appointment Period
Resident Assistants are employed for the entire academic year. Resident Assistants hired for the 2020-2021 academic year will be expected to begin work no earlier than Tuesday, August 4, 2020 through Sunday, May 9, 2021. They are expected to return after winter break for spring move-in on Friday, January 8, 2021. Some training will occur during the 2020 spring semester which includes Spring Workshop on April 3, 2020. Resident Assistants are expected to be available and help provide coverage during continuous housing periods (i.e. fall break, winter break, and spring break) for additional compensation.

Participation in non-academic activities during training periods is subject to approval by the Residence Life Coordinator and Assistant Director of Residence Life. Additionally, Resident Assistants should not be gone more than 12 nights per semester and remain on campus during closed weekends, which includes the weekend prior to the start of each semester, fall and spring semester opening weekends, RA Conference and RA Interview weekend 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. Additionally, Resident Assistants must attend the weekly centralized staff meeting time weekly from 8:00-10:00 PM on Wednesday nights.

Compensation

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Panther Village</th>
<th>ROTH</th>
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</thead>
<tbody>
<tr>
<td>● Super Single Room</td>
<td>● Single bedroom in a studio apartment</td>
<td>● Single bedroom in an apartment</td>
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<tr>
<td>● All Access Meal Plan plus a Purple Booster Pack</td>
<td>● All-Access Meal plus a Purple Booster Pack</td>
<td>● 120 Block meal plan, plus meals during scheduled training sessions</td>
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<tr>
<td>● $1400 Stipend</td>
<td>● $1400 Stipend</td>
<td>● $1800 Stipend</td>
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Responsibilities

Staff Development & 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 scheduled.
- Attend weekly staff meetings at 8:00 PM on Wednesday evenings.

Residence Education
- Implement the 4Squared community development model 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 4Squared at the residence hall and departmental levels.
- Meet individually with each student according to Residence Life Development Model

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 your hall, including completing a number of rounds, as assigned by the Residence Life Coordinator.
- Assist in break room checks by staying until the first Saturday of breaks and returning the last Sunday of breaks to resume full operations.
- 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 Resident Assistant 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 Residence Life Coordinators and with peer staff members.

University Resource & Referral Agent
• 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.
• 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.