



Ohio Wesleyan
**Residential
Life**

Resident Assistant

Role of a Resident Assistant:

The role of the Resident Assistant is to support the residential university by creating inclusive communities in the halls and fostering a sense of belonging among students residing on campus. RAs achieve this through programming, community development work, crisis response and support, and by advancing the mission and goals of the University, Student Engagement and Success, and Residential Life. RAs are an integral part of the Residential Life staff team and are supervised by a professional Residential Life Coordinator, gaining transferable skills in community development, leadership, communication, crisis and conflict management, and more.

Qualifications:

- Live on campus for a minimum of one year
- Strong commitment toward helping students and acting as a role model
- Must be in good academic standing: minimum GPA 2.75, preferred GPA 3.0
- Must be in good standing with the Office of Community Standards and Conduct
- Evidence of good communication skills, organizational and time-management skills, interpersonal skills, reliability and dependability, and leadership potential
- Successfully pass a background check
- Must be available for employment for the entire academic year (Fall and Spring semesters)
- Successfully attend training in August and complete UC 195

Responsibilities of the RA position include:

- **Community Development and Safety**
 - Develop positive relationships with residents and build an inclusive, welcoming community where students feel they belong.
 - Be visible, available and approachable to residents.
 - Serve as a positive role model for all students (showing other students what it means to be a good student, following all policies found in the OWU Code of Student Conduct, as well as all local, state, and federal laws).
 - Participate in the evening duty rotation for assigned hall/area, during this time RAs are to remain in their assigned area and available to respond from 7pm-7am
 - While on duty be visible, build community, and complete rounds within assigned area
 - Respond to emergencies that occur within building/area; confront and document behavior that is not in line with OWU community standards and policies.
 - Work with residents to develop and enforce a set of community standards
 - Use master keys appropriately to assist residents who are locked out

- Facilitate floor/house meetings with residents at building opening and closings throughout the year, in the occurrence of community damage, and whenever additional meetings are necessary to address community needs.
- **Programming**
 - Support the Residential Experience through individual and community interactions with residents, departmental learning initiatives, and other intentional experiences.
 - Host a monthly community event to promote a sense of belonging
 - Directly assist with one Residential Experience initiative per semester
 - Promote skill development with residents, such as conflict management
 - Complete OWUChats with residents
 - Informational and educational bulletin boards
 - RAs selected for Houses or Living Communities will support the mission of the living environment through additional mentoring of residents, sponsoring of events and activities, and collaborating with other campus administrators. RAs in Themed or Living communities may have additional programming guidelines or requirements based on community partnerships.
- **Administrative Tasks and Residential Life Support**
 - RAs will communicate regularly with supervisor through e-mail, phone, staff mailbox, bi-weekly one-on-one meetings, and weekly staff meetings
 - RAs will participate in office hours to maintain late night desk hours in Smith Hall. The desk is open Sunday- Thursday 7pm-11pm Friday/Saturday 7pm-1am. RAs will work approximately 2 hours bi-weekly.
 - Maintain strict confidentiality of sensitive information relating to students and staff
 - Attend weekly staff meetings. Weekly staff meetings will take place on Wednesdays from 9-10:30pm
 - Attend monthly all-staff trainings. Staff training will occur in place of staff meetings.
 - Complete paperwork, including reports, work requests, housing forms, etc.
 - Assist in the opening/closing of residential facilities at the beginning and end of the academic year, Thanksgiving break, semester break, and spring break
 - Participate in job performance reviews/ personal and professional development led by Residential Life professional staff members
 - Attend staff training in August and January

For more information on the position, hiring process, and compensation, visit reslife.owu.edu