

## DRAFT: 2021–2022 UHS Resident Advisor (RA)

### Summary of Position

The role of the Resident Advisor (RA) is to foster a safe, developmental and inclusive residential community that enriches the educational experiences for students of all identities. Through one-on-one conversations, relationship building, community rounds, incident/crisis response, and self-guided learning opportunities, the RA assists in shaping a holistic living learning experience for the members of the residential community.

### Qualifications

Should you not meet the following qualifications, you will NOT be eligible for an interview or position appointment:

- Semester GPA of 2.5 & Cumulative GPA of 2.5
  - If taking a course for Credit/No Credit, receiving a “No Credit” or “NC” will result in loss of eligibility.
  - Falling below 2.5 GPA or receiving a NC during appointment may result in loss of active appointment, and/or loss of eligibility for subsequent appointment for the following semester.
- Undergraduate Status: Minimum of 12 credits (no more than 18 credits per semester during appointment).\*
- Graduate Status: Minimum 6 credits (no more than 9 credits per semester during appointment).\*
- Be in “good conduct standing”= no housing probation or disciplinary probation at the time of application or appointment.
- Pass LiveScan background check (conducted upon acceptance offer if not already cleared; must clear prior to start of position).

*\*Majors, such as nursing, may qualify for lower unit requirement exceptions based on departmental requirement*

### Appointment Compensation

- Room and board during the period of appointment (single room or single bedroom within a shared apartment space) and Residential Meal Plan.
  - Room Use - Space provided is single occupancy and is for the sole use of the appointed RA. Any guests or visitors must follow all policies/procedures/expectations of the UHS Housing License Agreement and RA Expectations.
  - Meal Plan - Meal Plan provided is meant to both assist the appointed RA’s living experience and community engagement (with residents and Residential Life team). The meal plan is not designed to accommodate every meal for the year. RAs are able to add additional swipes/dollars via Spartan Eats at their discretion.
  - **Financial Aid Reporting:** The total compensation amount is reported to the Financial Aid Office as an award from UHS, and will be considered by SJSU in regards to any Financial Aid Awards. Any departure from the RA role (resignation/termination) will be reported to Financial Aid to have your award eligibility adjusted.
  - Additional Compensation: There is no additional compensation associated with the RA role. Any tasks or responsibilities conducted within the role are accounted for in the above amount reported to Financial Aid. With the following exceptions:
    - Holiday Campus Closure Exception: During certain holidays/breaks RAs who serve in an on-call capacity do receive some hourly compensation and meal compensation. Those dates are predetermined and communicated to the RA team by the Residential Life staff.
    - Limited Assigned Tasks: There are times when a RA may be requested to support a designated function from UHS which may require additional support. These situations may range from assisting with UHS tours to supporting some specific admin function. These are submitted in writing in advance to the RA to be notified of any compensation.
- Priority registration upon appointment acceptance for Fall and Spring semesters.

### Terms of Appointment

Appointment: Full Academic Year (August 2, 2021 - May 30, 2022: dates include Student Staff Training/Closing Dates)

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Reserve Wednesdays 7pm–10pm for student leadership meetings/trainings/events  
 Serve on–call for holiday (i.e Thanksgiving Break, Winter Break and Spring Break)

### Statement of Inclusion

Resident Advisors will seek to understand and affirm all identities they serve to develop a culture where individuals challenge assumptions respectfully and engage in open discourse. Through a representative staff and equitable policies they will continue to serve the evolving needs of the diverse communities.

### Statement of Ethical Standards

In the acceptance of this student leadership appointment, Resident Advisors devote themselves to exercise a high standard of ethical conduct in their actions both on campus and in the off campus community. These standards include but are not limited to the UHS Housing Policies, SJSU Student Code of Conduct, Residential Life RA Code of Conduct as well as all state and federal laws.

### Responsibilities

**Educational Priority:** Residents will be able to define their identity, care for themselves holistically, and use their emotional intelligence to take ownership of behavior’s impact on peers and community.

#### Self-Discovery

- Can participate in up to 15 hours of outside commitments (student organizations/clubs, job, etc).
- Participate in one on ones with RLC to help guide through the position and develop as a Resident Advisor.
- Demonstrate excellent time management strategies to balance school, work, and personal life.
- Provide community support and emergency response for community in an on–call capacity.
  - Week day duty –RAs start ‘duty’ at 5pm Sunday–Thursday and end at 8am the following day.
  - Weekend duty – RAs Start ‘duty’ at 5pm Friday and end at 5pm on Sunday. Weekends are 24hour shifts.
  - Res Life
- Serve on–call for holiday duty (i.e Thanksgiving Break, Winter Break, ect.) based on the needs of department.
- Display behavior with integrity and honesty both and and off campus to UHS staff and residents.

#### Relationships

- RAs will still maintain consistent interactions with residents/staff due to position (on–call/crisis response, resident engagement/support, etc) but will be encouraged to utilize "social distancing" and other best practices as instructed by the campus and/or government directives. Personal Protection Equipment (PPE) will be provided by UHS (masks and gloves for use during on–call shifts or planned resident engagement).
- Connect residents with other community members with similar interests.
- Exhibit strong conflict management strategies to help guide residents through roommate disagreements while providing excellent customer service.
- Participate in self–guided resident engagement strategies (ie bulletin board, group & individual activities, etc).
- Accompany residents to campus events/ opportunities (ie Dining Commons, Spartan Speaker Series, athletic events,etc.).
- Create strategies to engage with all their residents via resident engagement strategies.
- Conduct roommate agreements.

#### Academic Wellness

- Promote an environment conducive to academic success.
- Provide academic resources to residents (i.e selecting majors, course selection, Spartanhub, resume writing, etc.).

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- Role model healthy academic habits.
- Build connections with the Academic Initiatives team and the assigned Faculty-In-Residence in the respective communities.

### **Cultural Competence**

- Demonstrate awareness and support of the diverse needs of residents.
- Appropriately address unjust, derogatory, and non-inclusive behaviors of community members.
- Create opportunities to help teach residents how to thrive in a diverse community.
- Facilitate floor meetings or suite meetings which will be an opportunity to create a floor agreement on how to create an open and affirming environment.
- Identify opportunities to help students explore their identity and its impact to the larger society.
- Build connections with campus and community partners that advocate for different identity groups.
- Report as a responsible employee and mandated reporter on issues related to Title IX, Clery, and other safety concerns for the greater community.

### **Ethical Leadership**

- Engage in programs and initiatives developed by Residential Life community members (i.e Academic Initiatives and Faculty-In-Residence, NRHH, RHA, Hall Government, etc.).
- Participate in large department/campus initiatives: Training, Opening, Closing, Admitted Spartan Day (typically a Saturday in mid-April, etc.), Weeks of Welcome, Convocation, Recruitment, etc.
- Role model ethical decision making by following all UHS protocol and exercising strong ethical decision making while off campus.
- Provide ongoing support to help residents throughout the check in and check out process.
- Be knowledgeable about departmental information, procedures, and resources.
- Complete incident reports, duty logs, health & safety checks and other administrative duties as assigned.

\*Due to the nature of the RA role, all possible situations and circumstances in which a RA/Res Life team may encounter may not be listed above. Other duties may be assigned to accommodate unforeseen circumstances