Christian Brothers University
Office of Residence Life

Resident Assistant Job Description

2027-2028

It should be understood that this description cannot cover all the roles and duties performed by the Resident Assistant. Some duties are unique to each residence area and will be outlined by the Executive Director of Residence Life and Housing Services and the Director of Residence Life.

About the Department

Residence Life is an office of the Division of Student Affairs of CBU. All of the units in DOSA support student development beyond the classroom from the first day on campus until graduation. The Residence Life staff support all students who live on campus and enhance the living experiences of those students. Specific goals for Residence Life at Christian Brothers University are the following:

- ✓ To promote an atmosphere conducive to academic achievement and intellectual stimulation
- ✓ To promote one-on-one assistance by listening, advising, and referring
- ✓ To aid students in developing a sense of individual responsibility and self-discipline
- ✓ To provide comfortable, safe, and convenient places to reside
- ✓ To interpret University objectives, policies, and rules to the student and to help students utilize the broad range of services and agencies available to them

Residence Life strives to inform and impact what students are learning outside of the classroom in three goal areas: Creating Community, Practical Competence, and Diversity Equity & Inclusion. A variety of initiatives are coordinated by the Assistant Director of Residence Life and Student Engagement and implemented collaboratively by the entire Residence Life staff to educate and engage all residential students.

General Position Description

Resident Assistant (RA)

- Work closely with other Residence Life staff members to develop and maintain an atmosphere that promotes residential communities through excellence in academics and personal development opportunities for students.
- Work with students and other Residence Life personnel to promote a socially, culturally, and educationally enriching experience for students.
- Develop communities and programs that involve students, faculty, and staff.
- Administer Residence Education Plan for developing residents holistically and intentionally with support from the Director.
- Follow and enforce policies and procedures as outlined in the university's Code of Conduct.
- Plan monthly social gatherings.
- Contribute to the planning of educational programs for the department.
- Complete administrative responsibilities of the department including paperwork, regular reports, hall openings and closings, and health and safety inspections.
- Participate in overnight, on-call duty rotation for customer service, safety and emergency response to residents including 3 days of break/ holiday duty.
- Meeting on a regular basis with supervisors and as a staff
- Two hours of office hours each week throughout the semester
- Attend at least two Career Services events per semester as part of your professional development

Remuneration

RAs compensation is equivalent to the room and all access meal plan rate of the assignment. RA compensation is contingent satisfactory completion of all required tasks through the end of the employment. Compensation is applied to

student business accounts upfront. However, individuals who do not complete their work, or leave the position will have their room rate and grant prorated accordingly.

Minimum Qualifications

1. Academic Standing: Undergraduate students in good standing with the university and possessing a minimum 2.500 cumulative GPA at the time of application. A semester and cumulative GPA of 2.500 must be maintained throughout the period of employment. A GPA check will occur each semester that you are to enter into the position to verify that you have met this requirement. Please note that GPA does not round up; any GPA below a 2.500 may make you ineligible to apply for the position. Release from position and/or academic notice may be required for staff members that do not maintain the 2.500 GPA requirement.
2. Judicial Standing: Candidate must be in good judicial standing. Good judicial standing is determined by number of previous incidents, severity of charges, and status of findings and sanctions. Release from position may be required for students who do not maintain this standing. No candidate or employee can have an OPEN judicial file during the interview and/or employment period.
3. Residency: Applicants must have had prior experience in group living or group leadership. Off-campus students who have had this experience are encouraged to apply.
4. Experience: Leadership experience in campus, community or residence hall work, activities or organization is desired.
5. Personal Skills: Must demonstrate skills in human relations, maturity potential for leadership, tolerance of different viewpoints, assertiveness, willingness to accept responsibility and sincere interest in working with students. Students must also have a record of good personal conduct.

Terms of Employment

START DAYS*	**Fall Start Day**	**Spring Start Day**
All RAs:	**Sunday, August 1, 2027**	**Saturday, January 1, 2028**
END DAYS**	**Fall End Day**	**Spring End Day**
All RAs:	**Monday, December 20, 2027**	**Monday, May 15, 2028**

*All S/RAs must be back on campus no later than 5pm on these dates to prepare for potential check-ins for their community

**End days indicate the last day you may be required to work. The exact end time on these days will be announced as the day approaches and is contingent upon the satisfactory completion of all required work.

	Fall Training Days	**Spring Training Days**
All RAs:	**August 13, 2027**	**January 4-6, 2028**

PRINT NAME: _____

SIGNATURE: _____ *DATE:* _____

SUPERVISOR: _____

SIGNATURE: _____ *DATE:* _____