

Position Title: **Resident Assistant (RA) - Camden Towers, Camden Apartments, and 330 Cooper Apartments**
Reports To: Area Coordinator
Supervises: N/A
Contract Date Range: August 1, 2017 – May 31, 2018

Position Overview:

The Office of Housing and Residence Life believes that living in residence facilities provides the student with an essential part of their education that helps to develop the complete and self-directed person. The Resident Assistant is the most immediate link with residence hall students and must serve as a resource person for the students living on their floor and building. The Resident Assistants serve the residential student population by creating program opportunities that further the academic, personal and career goals of the building residents, providing basic peer counseling and support services, help to maintain building safety and security, and serve as a resource and knowledge base to all residents. Resident Assistants will share in an on-call duty rotation with other student staff members.

Qualifications:

- Must apply for and reside in on-campus housing
- Must be accepted to or currently enrolled in a Rutgers Camden academic program
- Must maintain a minimum of 2.75 cumulative GPA
- Understanding of community living and willingness to be a role model
- Ability to uphold residential and housing standards and policies
- Maturity level necessary to represent the department and University as a front line staff member
- Cannot plan to take summer session courses that will require class commitment after August 1st, 2017
- Must have active personal cell phone for contact in case of emergency
- No prior or outstanding judicial sanctions or criminal record
- Familiarity with the use of Microsoft Word, Publisher, and PowerPoint

Expectations:

Training and Professional Development:

1. RAs are expected to attend Fall 2017 RA Training & Spring 2018 RA Training events and sessions, RA monthly In-Services, and additional training opportunities deemed as valuable by the Office of Housing and Residence Life.
2. RAs may have the opportunity to attend regional student affairs conferences and events.

While On-Duty:

1. RAs must be on-campus during active duty hours; must be physically in residence halls after 9:00 pm nightly while on-duty and from 9 pm Friday to 8:30 am Monday while on duty for the weekend. While on-duty, the Duty RA is expected to hold the RA Duty Phone and respond to all calls as needed.

2. Duty RAs may have on-call partner and each RAs should then alternate holding the RA Duty Phone.
3. Duty Rounds of both the Towers, Apartments, and 330 Cooper buildings (2-3 per night)
 - a. First between 9:00-9:30 pm:
 - b. Second between 11:00-11:30 pm
 - c. Third after 1:00 am
4. Weekday Duty blocks begin at 4:30 pm and end at 8:30 am the following morning Monday-Thursday.
5. Weekend Duty blocks begin at 4:30 pm on Friday and run until Monday morning at 8:30am when the Office re-opens.
6. RAs must check in with the AOC nightly by 4:30 pm.

Programming:

1. Program proposals, program advertisements (posters/flyers) and program evaluations are required for each RA program regardless of scale.
2. RAs must plan events throughout the semester focused on departmental core values of leadership, engagement, and connection.
3. RAs should expect to plan and execute a minimum of 5 active programs per semester.
4. RAs will enhance the residential community by developing door decorations, bulletin boards, and passive programming.
5. RAs assigned to themed housing floors will be expected to program accordingly based upon their unique community.

General Expectations:

1. RAs are required to complete Room Condition Reports (RCRs) and suite inspections in accordance with building opening and closing procedures to prepare for the arrival/departure of residents.
2. RAs are required to attend regular staff meetings and 1:1 meetings with supervisors.
3. RAs are required to perform suite Health and Fire Safety Inspections in the residence halls each month.
4. RAs are expected to assist with all planned and unplanned fire drills and building evacuations if present.
5. Maintain the security of all building keys issued to the RA and/or signed out by the RA for the purpose of performing work-related tasks.
6. Maintain confidentiality at all times.
7. Active participation on additional Collateral Assignment team.
8. Other duties as assigned.

Compensation:

1. Assigned room in the Residence Halls, including free internet, cable, and furnishings.
2. RU Express allocation of \$1000 for the academic year, given as \$500 each semester.
3. Annual stipend of \$1200, paid bi-weekly during the academic year.
4. Laundry allowance with on-site facilities.
5. Access to the Gym and Computer Lab or Business Center.
6. In-depth training and valuable work experience.
7. Additional on-call pay on pre-designated campus-closure dates.