



## Bromley Companies Job Description

Title of Position: Academic Year Resident Advisor  
Supervisor: Resident Director  
Dept. /Div: Administration  
Exempt/Non-Exempt: NE  
File Name: AY2019-2020 Resident Advisor Job Description -

### **I. JOB SUMMARY**

The Resident Advisor (RA) is responsible for taking an active role to build and maintain a positive community environment on his/her floor. He or she serves as a role model and resource person in assisting students in their education, personal growth, and sense of belonging in the community and at the University of Kansas. The RA must set an example for residents as to proper behavior and compliance with laws established by Naismith Hall and the University of Kansas policies and regulations.

### **II. APPOINTMENT**

Resident Advisors are hired for the Academic Year. One-semester appointments are not available. The first three months of employment are probationary; continued employment is dependent upon satisfactory performance.

### **III. REMUNERATION**

Resident Advisors receive a "Single Room" with an All Available Meals (Board) plan for the Academic Year while the food service is in operation. A bi-weekly stipend is also provided, exact amount tbt.

### **IV. ACADEMIC STANDING AND DEPARTMENT**

All Resident Advisors must be in good academic standing at University of Kansas throughout the period of appointment; maintaining a cumulative 2.75 G.P.A. The Resident Advisor must set an example for residents as to proper behavior and compliance with the Rules and Regulations established by Naismith Hall and with University of Kansas policies and regulations. Violations of any rules, policies, or regulations can result in termination of employment without notice.

### **V. OUTSIDE EMPLOYMENT**

Employment outside Naismith Hall is not allowed for Resident Advisors. A teaching assistantship, internship, or other University-related work may be permitted provided it does not interfere with the Resident Advisor's responsibilities at Naismith Hall. The General Manager and Resident Director must approve all outside employment in writing, prior to the Resident Advisor accepting such employment. Naismith Hall reserves the right to exclusively determine what constitutes interference with job performance.

### **VI. TIME COMMITMENT**

#### **Resident Advisors:**

- A. May carry any course load provided it does not impair their effectiveness as a Resident Advisor.
- B. Are allowed three nights free (out of the building) per semester with sufficient notification (two weeks in advance) to the Resident Director and General Manager.

- C. Are expected to be in their rooms by 3:00 AM seven days a week unless they have requested the evening or weekend off.
- D. Can expect to be "on duty" either at the Naismith Hall Front Desk, or as the Day/Night Director approximately once every seven days.
- E. Must be present for all building openings and closings, and therefore, will be unable to leave early or arrive back late for any University holidays. Naismith Hall operates according to the University of Kansas schedule; a list of important dates and times will be provided.
- F. Are required to return to campus approximately two weeks prior to the beginning of the Academic Year for staff development and training programs.
- G. May not hold a leadership position or be significantly involved in a student organization (e.g., sororities, fraternities, RSO, Professional Clubs, etc). Naismith Hall reserves the right to exclusively determine what constitutes significantly involved.

## **VII. DUTIES**

- A. Serve as a community developer for his/her assigned floor.
  - 1. Know each resident on his/her floor by name and make efforts to build a personal relationship with each resident on his/her floor.
  - 2. Hold regular floor meetings to promote communication between residents.
  - 3. Be available for, open to, and capable of assisting and/or counseling residents who bring their concerns to their Resident Advisor.
  - 4. Work with the residents to create an environment conducive to education, safety, health, friendship, and mutual respect of all residents for each other and for Naismith Hall.
  - 5. Perform the majority of his/her studying in the building to ensure availability to his/her residents as much as possible. Modeling appropriate behavior through academic and personal goals.
  - 6. Provide, plan, and encourage residents to attend and participate in activities, which will benefit all residents in all areas of wellness (cultural, social, diversified, spiritual, physical, life-planning, human awareness, and global awareness) on a regular basis as determined by the Resident Director or General Manager.
- B. Serve as an event planner.
  - 1. Actively support such efforts of other RAs and those of Naismith Hall.
  - 2. Encourage resident involvement in all Naismith Hall activities.
  - 3. Identify potential floor leaders and direct and encourage their involvement in the floor and hall events.
- C. Serve as a staff member of Naismith Hall.
  - 1. Attend scheduled weekly Residence Life Staff meetings.
  - 2. Be punctual, reliable, and responsible in all aspects of the position.
  - 3. Report to building management through weekly reports, reports of all unusual occurrences (especially when on duty as Day/Night Director), and regular personal communication.
  - 4. Recognize his/her role as a representative of Naismith Hall in all that the Resident Advisor does.
  - 5. Attend all Spring and Fall training sessions and all staff development activities/events.
  - 6. Help create an atmosphere of mutual respect among staff members.
  - 7. Be willing to assist other staff members when needed.

8. Maintain regular contact with the Resident Director and discuss job-related as well as personal concerns relative to performance.
- D. Responsible for dealing with resident conduct and setting limits.
1. Respond to problems and conflicts calmly and reasonably.
  2. Know the procedures for handling violations of Naismith Hall rules and regulations and University policies.
  3. Abide by all Naismith Hall rules and regulations and University policies as well as enforce them. Realizing that by no means should a Resident Advisor ignore the violation of a policy by a resident, nor violate the rules and regulations that the residents are expected to follow that were established by Naismith Hall and the University.
  4. Recognize the importance for making decisions that are consistent with all expectations set forth by Naismith Hall and the University.
  5. Maintain a positive rapport with residents while enforcing all Naismith Hall Rules and Regulations and University policies.
  6. Be knowledgeable of all the information in the Residence Advisor Handbook.
- E. Serve in an administrative capacity.
1. Report all maintenance needs and follow-up so as to ensure attention to such needs.
  2. Post all materials approved by the Resident Director in a timely fashion.
  3. Submit detailed incident reports for all appropriate situations in a timely and efficient manner.
  4. Complete the Day/Night Director's log when on duty. (Day/Night Director shifts are assigned amongst all RAs on a given day. Day Director shifts are from 8:00 a.m. until 4:30 p.m., and Night Director shifts are scheduled from 4:00 p.m. until 8:00 a.m. the following morning. These require the RA on duty to be accessible by either telephone or radio at all times.)
  5. Work at the Naismith Hall front desk on a rotating schedule with shifts assigned amongst all RAs and scheduled from 4:00 p.m. to 12:00 a.m. on given evenings.
  6. Conduct building tours when scheduled/called upon to do so.
  7. Be punctual, reliable, and responsible in all aspects of the position. Completing all assigned administrative tasks thoroughly, accurately, and on time (such as room inspections, furniture inventory, etc.).
  8. Performs tasks associated with opening and closing residence halls.
  9. Be cooperative; smooth operation of Naismith Hall is dependent upon the support of all the RAs.
- F. Serve as an information source.
1. Be aware of University services and other resources for residents so that if needed, the RA can direct the resident to where he/she might receive appropriate assistance.
  2. Be aware of all the facilities/services available in Naismith Hall to answer prospective residents' questions while giving building-wide tours.
- G. Other requirements.
1. RAs are required to have a working cellular phone at their own expense.
  2. Resident Advisors may at times be called upon to fill shifts or parts of shifts when another employee calls in sick or fails to report to work.
- H. Perform other duties as assigned.

## **VIII. SKILLS**

### **A. Interpersonal**

The RA must have good written and oral communication skills. S/he must be able to work as an integral part of the Naismith Management Team as well as use interpersonal skills to interact with other departments throughout the company.

### **B. Cognitive**

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Also must be able to handle various situations professionally. The RA must be able to manage multiple tasks, to prioritize duties and to take initiative in developing effective means of handling items within his/her own job.

### **C. Physical**

The RA must have manual dexterity sufficient to operate basic office equipment including a telephone and computer keyboard. S/he must have auditory and verbal skills sufficient to communicate effectively with staff and other clients.

This position is moderately stressful and may become more so during particular busy times of the year.

## **IX. WORK ENVIRONMENT**

### **A. Equipment**

The RA will routinely utilize the following: computer, telephone, copy machine, handheld radio communicator, and printer.

## **X. POSITION REQUIREMENTS**

### **A. Education**

Must be in good academic standing at the University of Kansas throughout the period of appointment.

### **B. Qualifications**

Good written and oral communication skills  
Demonstrated leadership skills  
Good organizational skills  
Willingness to accept responsibilities  
Possess an appreciation for differing viewpoints  
Interest in working with students