



## Resident Assistant Position Description

Department of Housing & Residence Life  
University of North Florida

The Department of Housing and Residence Life supports the mission of the University and the Division of Student Affairs by creating a positive living and learning community with the best facilities, services, programs and customer service for our students. Our responsive staff strive daily to enhance student academic and personal development by fostering a sense of respect for self, others and the community, placing an emphasis on diversity, encouraging personal and civic responsibility, while providing opportunities for leadership development.

### **RA Position Description**

The Resident Assistant (RA) is a part-time (average of 20 hrs/week), student staff member of the Department of Housing & Residence Life at the University of North Florida. The RA lives in a residence hall room and works with a group of approximately 30-65 residents in an assigned community. The Resident Assistant works closely with, and is directly responsible to their Residence Life Coordinator (RLC)/Assistant Residence Life Coordinator (ARLC), the Assistant Directors, and Associate Director of Housing and Residence Life. The RA position contains structured time such as office hours, but is a very flexible time commitment based on the RA's class schedule and community needs, with many RA responsibilities occurring during the evening and weekends.

General responsibilities include:

- A. Role modeling academic success. The RA is expected to maintain a 2.5 cumulative and semester GPA.
- B. Interacting with Residents- The majority of time in the RA position should be spent building relationships with residents through formal and informal interactions. The RA is expected to promote a supportive and friendly environment for residents.
- C. Community Development and Programming- In addition to working with students individually, RAs are critical to the success of building healthy communities where residents feel safe, included, valued, and involved.
- D. Work with Staff Team- RAs operate as one member within a larger staff, and at times work closely with other community staff teams.
- E. Administrative Duties-The RA is required to perform a variety of duties that contribute significantly to the smooth functioning of the Residence Life community.
- F. On-call and Office Hours Responsibilities- RAs play a key role in helping to maintain the safety and security of our communities. RAs share responsibility in a rotating duty schedule that is established by their direct supervisor and any partnering community supervisors.
- G. Enforcement of Policies- By accepting employment with the University, the RA has accepted responsibility for understanding, adhering to, and enforcing all University and Housing & Residence Life policies.

### **Qualifications**

At the time of application, the successful candidate:

1. Must be currently enrolled as a full-time student taking 9-18 credit hours at the University of North Florida. Any exceptions to this expectation must be approved by the direct supervisor, Associate Director, and/or the Director. (Students in overly demanding majors, and/or students interested in obtaining teaching, internships or athletic training practicum may struggle to balance their academics with the position responsibilities).

2. Must have completed a minimum of one (1) semester living on campus prior to starting the position.
3. Must have both a semester and cumulative GPA of a 2.5 or higher to apply.
  - a. Must maintain “Good Standing” while employed by Housing & Residence Life. “Good Standing” is defined as **maintaining a minimum cumulative and semester grade point average of 2.5 (undergraduate).**
4. Cannot be on Residence Life Conduct probation, University Conduct probation or academic probation.
5. May NOT be employed elsewhere once they begin work as a Resident Assistant. No other employment will be approved during the Resident Assistant’s first semester of their employment agreement.
6. Must have a passion for working with a diverse student population. Being willing to acknowledge diversity issues in their community, advocate for diverse students’ needs, and educate others about diversity topics.
7. Must possess strong critical thinking and problem solving skills, communicate effectively, have a positive attitude, and provide superior customer service.

The above criteria must be met in order for a student to be given initial consideration as an RA candidate. Exceptions are left to the discretion of the Associate Director of Housing & Residence Life or his/her designee.

### **Compensation**

- A private room in assigned community at no cost
- A \$700 stipend per semester
- A 5 meal per week meal plan at the Osprey Cafe
- Early course registration for Fall and Spring classes
- The ability to purchase a parking decal in their assigned Housing area.