

Wake Forest University Resident Adviser

Position Description

Resident Advisers (RA) are paraprofessionals and student-leaders who live and work in the residential spaces. RAs are assigned to traditional residence halls, suite style complexes, or apartment buildings. Each RA resides on a floor, or in an area, with a group of 15 to 65 residents. The RA position places a high value on relationships and integrity. It requires flexibility, commitment, and resilience, as well as strong administrative skills. The specific qualifications, requirements and responsibilities for the Resident Adviser position are outlined below.

Qualifications

- Strong administrative and relationship building skills.
- Ability to handle multiple tasks and competing deadlines.
- At the time of employment, must have lived on campus at Wake Forest University for two semesters.
- Minimum cumulative GPA of 2.50 at the time of application and throughout the assistantship.
- Full-time student status (12-18 credit hours).
- In good standing with the University at time of application and acceptance of the assistantship as well as throughout assistantship including no disciplinary sanctions pending or currently in effect.
RA candidates cannot have had any alcohol related sanctions within one year prior to the start of the RA application period.
- Note: Due to the nature of this position, possible lifting and physical activity may be required at times.

Terms of Employment

The Resident Adviser position is a one year commitment (or may be limited to one academic semester depending on need and availability of position(s)). Reappointment for additional academic years or summers is not guaranteed, but may be available based upon performance and the successful completion of all applications, satisfactory supervisory recommendation and interviews are required for returning staff.

Resident Advisers are students first and must maintain balance while serving in the position. The RA position is the RA's principal non-academic activity. Extra-curricular activities should not conflict with the time needed to perform effectively as an RA throughout the entire year. The RA is expected to be available and accessible to students on the floor throughout the year.

- On Campus Housing Policy:
 - The RA must reside in the residence hall room assigned by the Office of Residence Life and Housing. RAs that leaves the position or are terminated must move out of the assigned room within 72 hours.
- Training:
 - RAs are required to work the full duration of employment, as outlined online and in other important dates listed by the Office of Residence Life and Housing.
 - RAs must report to campus and must be present for training and opening
 - Failure to attend training and opening will result in the Resident Adviser position being rescinded for the Academic Year.

Residence Life and Housing

- All RAs are required to complete the online Pre-Training program, attend the RA fall and spring training programs, and all required In-Services as designated in the RA Employment
- RA Class Information:
 - All Resident Advisers must register for, complete, and pass CNS 353: College Student Development during the first fall semester of employment.
 - Failure to register for, successfully complete (with a C or better), or pass the class will result in termination of employment.
 - If the class is dropped by the RA during the drop/add period (or at any other point before successful completion) it will result in immediate termination from the RA position.
 - Spring Only RAs will be required to complete CNS 353 the following fall if rehired.
- Academic Hours:
 - RAs may not enroll in more than 18 credit hours (including internships and student teaching) without prior approval from the Assistant Director of Residence Life.
- Work Hours:
 - RAs will work an average of 25 hours per week for the RA position, and may not hold a second part-time job without prior approval for their supervisor and the Assistant Director of Residence Life. RAs may not work more than 29 total hours for the university. Any additional employment is limited to no more than 9 hours.
- Weekends/On Call Periods:
 - RAs are key partners in the social, co-curricular, and academic engagement opportunities provided by RL&H. RAs also serve in an on-call capacity, responding to student crises and emergencies. This position will be expected to work nights and weekends as scheduled. RAs may not be away from campus for extended periods of time and must seek prior permission of their GHD and/or RLC before taking time away.
- RAs must maintain good academic and disciplinary standing with the University throughout the duration of employment. Good standing includes no active sanction or disciplinary probation with Housing and Residence Life, the Dean of Students office, or Undergraduate programs. RAs are also expected to uphold, enforce, and abide by all university policies and regulations.
- RAs are considered mandatory reporters under Title IX and the Clery Act.
- RAs are expected to abide by, enforce, and report all violations of University policies, local, state, and federal laws and regulations.
- RAs must follow the ethical principles of acting with integrity, dignity, and competence as outlined in the [ACUHO-I housing professional guidelines](#).
- The performance of the Resident Adviser is always under continuous evaluation as to maintain the highest standards. The following may result in disciplinary sanctions, including but not limited to, verbal or written warning, withholding of partial or full pay, suspension, probation, or termination:
 - Failure to meet any of the qualifications, requirements, responsibilities, listed in this agreement or specified by the Graduate Hall Director (GHD) and Residence Life and Housing Professional Staff.
 - Any unprofessional or unethical action.
 - Any action in direct conflict with the policies outlined in the [Wake Forest Student Code of Conduct](#), [Guide to Community Living](#), and the Residence Life and Housing Staff Manual



Responsibilities

I. Residential Education & Community Development

- Be accessible by spending time in the living area/community to serve as a resource and support for residents.
- Demonstrate comprehensive understanding of the Residence Education model.
- Actively identify and facilitate conversations, events, activities, and opportunities to engage all residents towards advancing sense of belonging, academic success, personal development, wellbeing, and enriched diverse experiences in community.
- Develop interpersonal relationships with residents through one-on-one interaction.
- Assist and support students with timely conflict mediation and wellness checks.
- Support community initiatives such as the Faculty Fellows Program, Residential Engagement Communities (Interest, Theme, and Living-Learning Communities) and First Year Student Orientation.

II. Support & Enforcement of Community Standards

- Educate residents on RL&H Community Living Standards, University Honor Code and University Alcohol policy expectations for safe and secure campus living.
- Appropriately confront inappropriate behavior and alleged violations of RL&H and University policies.
- Be consistent and fair by reporting all violations via the RL&H reporting system.
- Serve as a resource for students who have been documented by referring them to an appropriate professional staff member/conduct hearing officer should they have questions or concerns.
- Support fellow staff members and communicate the need for assistance to peers and supervisors when necessary.
- Serve as a role model at all times.
- Encourage, by example, individual responsibility and respect for others' rights in University policies and regulations as outlined in the Student Handbook, Guide to Community Living, and the Residence Life and Housing Staff Manual.

III. Diversity, Social Justice and Inclusion

- Recognize diverse aspects of one's social identity and effectively communicate the ways that their identity impact their personal values, perceptions, and behaviors (including biases).
- Maintain awareness of current issues and trends at Wake Forest related to diversity, social justice, and inclusion.
- Engage in opportunities (personally and with residents) to build relationships with diverse persons.
- Demonstrate awareness and support of the diverse needs of residents to establish and maintain an inclusive community.
- Appropriately confront derogatory, unjust, and disrespectful actions of residents, staff, or community members.

IV. Communication & Collaboration

- Communicate with supervisors, peers, and residents using effective verbal and written strategies appropriate to situations and contexts.



Residence Life and Housing

- Contribute to a positive team environment, recognize and change negative behavior in self as well as confront the same behavior in other team members.
- Demonstrate appropriate use of technology, including social networking.
- Maintain student privacy in all forms of communication (written reports and oral communication).
 1. RAs practice reporting up the supervisory chain in all appropriate situations and not out to other RAs especially in matters concerning crisis/ on call incidents and/or delicate/sensitive subject matters to name a few.

V. Leadership

- Conduct self in a manner that reflects the values of servant leadership, active and engaged citizenship, and customer service.
- Role model appropriate interpersonal, professional, and academic behavior and mentor residents towards self-empowerment.
- Serve as a resource and connect residents with faculty, staff, and other campus resources.
- Engage in Community Leadership programs and initiatives and participate in recognition/encouragement of staff and community members (NRHH, RLAB, RSA).

VI. Duty and Crisis Response

- Serve in the duty rotation that observes, addresses, and responds to the needs of the community as outlined in the On-Call Manual and RL&H Staff Manual.
- Respond appropriately to all emergency-related situations and communicate effectively with emergency response and professional personnel
- Appropriately document incidents and submit accurate and timely Incident Reports and Care Reports immediately following an incident and/or resident interaction.
- Report needed maintenance and repair work within 24 hours through appropriate channels.
- Act as a referral agent for residents, utilizing appropriate University resources. Discuss potential referrals with the appropriate Graduate Hall Director or Residence Life professional.

VII. Administration and Operations

- Maintain an appropriate level of involvement with co-curricular activities and other involvements so as to not interfere with academic performance and staff responsibilities.
- Prepare for, attend, and actively participate in all meetings, such as staff, committee, and one-on-one meetings.
- Participate in processes critical to RL&H operations including but not limited to: move-in, move-out, occupancy checks, health & safety inspections, Thanksgiving and Winter break closing, room thaw, and New Candidate RA Selection.
- Meet assigned deadlines.
- Check assigned RA mailbox and electronic mail daily.
- Exercise time management for expectations of the role by demonstrating attendance at required events and meetings, availability for duty, presence in community, and other duties as outlined in this job description.
- Perform other duties as assigned.

VIII. Staff Training and Development

- Attend all sessions of Fall, Spring, and online Pre-training.

Residence Life and Housing

- Engage in ongoing professional development opportunities offered through Residence Life and Housing and campus partners.
 1. Attend required In-Service/Continuing Education sessions.
- Attend all one-on-one meetings with the GHD, complete RA workbook, and attend weekly scheduled staff meetings.
- Participate with the GHD in performance evaluations, quarterly goal setting. Create and implement a personal development plan for ongoing professional development.

Compensation

- All academic year long Resident Advisers receive a 10-month stipend payment to be divided into bi-weekly payments. The stipend payment is prorated and the number of payments decreases if the hire date is after August 1.
 - New RAs receive a stipend amount of \$5,100.
 - Returning RAs receive a stipend amount of \$5,400.
- Resident Advisers receive an assigned single furnished room. It is provided at a reduced rate, unless housing shortages requires the assignment of a roommate.