



WAKE FOREST UNIVERSITY

Residence Life and Housing

Wake Forest University Resident Adviser

Position Description

Resident Advisers (RA) are paraprofessionals and student-leaders who live and work in the residential spaces. The time commitment for the RA position is, on average, 25 hours a week. 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 10 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. Through this role, the Resident Adviser will develop personal leadership skills, create purposeful connections with residents and colleagues, and gain transferable skills that will benefit future career aspirations.

Qualifications

RAs are responsible for informing the Assistant Director of Staff Selection, Recruitment and Leadership of any circumstances that may impact your 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 employment.
- Minimum previous semester GPA of 2.00 at the time of employment.
 - RAs between a 2.00 and 2.50 semester GPA will be required to participate in the Academic Support Program (ASP) and will be placed on academic probation within their role. At the completion of the semester and the ASP, if the RA has a second semesterly GPA between a 2.00 - 2.50, the ASP committee will determine if the RA will be terminated from the position or if they will remain on probation and be permitted to continue in the ASP for an additional semester. A semesterly GPA below a 2.00 will result in immediate termination.
- Full-time student status (12-18 credit hours).
 - Graduating seniors, in their last semester may request a waiver to remain in the role with part-time status (no less than 9 credit hours).
- In good standing with the University at time of application and acceptance of the position as well as throughout position including no disciplinary sanctions pending or currently in effect. RA candidates cannot have had any alcohol related sanctions within six months prior to the start of the RA application

period.

- Due to the nature of this position, possible lifting and physical activity may be required at times. Please contact the Assistant Director of Staff Selection, Recruitment and Leadership for questions or concerns regarding this requirement.

Terms of Employment

The Resident Adviser position is a one academic-year commitment (or may be limited to one academic semester depending on need and availability of positions). The academic year is defined as fall and spring semesters. 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 evaluations, and interviews.

RAs may be terminated at any time based on their job performance, academics, and any changes to their conduct standings. These items are interrelated and are not independent of each other.

RAs 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 including, but not limited to, meetings, training, duty shifts, and community building. The RA is expected to be available and accessible to students in their community throughout the year.

I. On Campus Housing Policy:

- The RA must reside in the room assigned by the Office of Residence Life and Housing. RAs that leave the position or are terminated must move out of the assigned room within 72 hours.

II. 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.
- All RAs are required to complete the online pre-training program, attend the RA fall and spring training programs, and all required in-services.

III. RA Class Information:

- All Resident Advisers must register for, complete, and pass CNS 353: College Student Development during the spring 2024 semester.
- 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 semester if rehired.

IV. Academic Hours:

- RAs may not enroll in more than 18 credit hours (including internships and student teaching) without prior written approval from the Assistant Director of Staff Selection, Recruitment and Leadership.

V. 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 from their supervisor and the Assistant Director of Staff Selection, Recruitment and Leadership. RAs may not work more than 4 additional hours for a total of 29 hours per week for the University. Any employment outside of the University is limited to no more than 9 hours per week.

VI. 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 from their supervisor before taking time away.

VII. Miscellaneous

- 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 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 Incident Response Manual.

Compensation

- Resident Advisers who work the full academic year 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 \$5,700.
 - Returning RAs receive a stipend amount of \$6,000.
- Resident Advisers receive an assigned single furnished room at a reduced rate, unless housing shortages require the assignment of a roommate.

Responsibilities

I. Community Engagement

- Be accessible by spending time in the living area/community to serve as a resource and support for residents.
- Demonstrate a comprehensive understanding of the Community Engagement Model by developing relationships with residents and facilitating community events. RAs will work to engage all residents towards advancing a sense of belonging, academic success, personal development, wellbeing, and enriched diverse experiences in the community.
- Develop interpersonal relationships with residents through one-on-one interactions.
- RAs are responsible for programming efforts, bulletin boards, and door decorations.
- Support community initiatives (if applicable) such as the Faculty Fellows Program, Residential Engagement Communities (Interest, Theme, and Living-Learning Communities), New Deac Week and Wake the Forest, and First Year Student Orientation.

II. Support & Enforcement of Community Standards

- Educate residents on Residence Life & Housing (RL&H) Guide to Community Living, University Honor Code and University Alcohol and Other Drugs policy expectations for a safe and secure campus living experience.
- 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.

III. Diversity, Social Justice and Inclusion

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

IV. Communication & Collaboration

- This student leadership position reports to and is supervised by a full time Community Director (CD). RAs also indirectly report to a Graduate Hall Director (GHD).
- Communicate with supervisors, peers, and residents using effective verbal and written strategies appropriate to situations and contexts.
- Contribute to a positive team environment, recognize and change negative behavior in self as well as confront the same behavior in other team members.
- Maintain student privacy in all forms of communication.

V. Leadership

- Conduct self in a manner that reflects the values of servant leadership and active citizenship.
- 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 (i.e., Resident Adviser Leadership Council).

VI. Duty and Crisis Response

- Serve in the on-call duty rotation that observes, addresses, and responds to the needs of the community as outlined in the Incident Response 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 Student of Concern Reports immediately following an incident and/or resident interaction within 12 hours of incident.
- 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.
- Assist and support residents with timely conflict mediations and wellness checks.
- Support fellow staff members with duty obligations and communicate the need for assistance to peers and supervisors when necessary.
- It is expected that staff will abstain from the consumption of alcohol and other drugs prior to, or during working hours, or any university event/function where you might be in a position of responsibility.

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 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, and new candidate RA recruitment and selection.
- Meet assigned deadlines.
- Check assigned RA mailboxes (if applicable) 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 the job description.
- Perform other duties as assigned.

VIII. Staff Training and Development

- Attend all sessions of fall, spring, and online pre-training.
- Engage in ongoing professional development opportunities offered through RL&H and campus

partners.

- Attend required in-service/continuing education sessions.
- Attend all one-on-one meetings with the GHD and CD.
- Attend weekly scheduled staff meetings on Tuesdays from 8:00PM-9:30PM.
- Participate with the GHD and CD in performance evaluations and goal setting. Create and implement a personal development plan for ongoing professional development.

For questions related to this position description, please contact Kayla Harvey, the Assistant Director of Staff Selection, Recruitment and Leadership, at harveyk@wfu.edu.