



**Residence Life and Housing
Resident Adviser (RA) Assistantship
Position Description
2024 Interim, Summer Session 1 & 2**

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, depending on the needs for Interim and Summer housing sessions. 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, resilience, and 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. Preference will be given to candidates who have previously worked as an RA for at least one semester and will not be working as an RA for the Fall 2024 semester.
- Minimum cumulative and previous semester GPA of 2.50 at the time of application and throughout the term of employment.
- RAs are not required to be enrolled in classes for credit during the Interim or Summer terms.
- Graduating seniors are permitted to serve as Interim and/or Summer RAs for the summer immediately following their graduation.
- RAs must be in good standing with the University at the time of application and acceptance of the position and throughout the position, which includes 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.

Term & Assignment

- RAs hired to work the Interim term will work from May 9 - June 1, 2024, and will be assigned in Collins.
- RAs hired to work the Summer 1 & 2 terms will work from May 23 - August 12, 2024, and will be assigned in Angelou and Babcock.

Terms of Employment

Appointments are made on a term-by-term basis: Interim and Summer 1 & 2. An Interim and/or Summer appointment does not dictate an academic appointment for the following academic year. 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 term.

- **On Campus Housing Policy:**
 - The RA must reside in the room assigned by the Office of Residence Life and Housing. RAs who leave 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 be present for training and transition dates (openings and closings).
 - Failure to attend training and transition dates will result in the Resident Adviser position being rescinded.
 - All RAs are required to complete any online pre-training programs, attend training programs, and all required in-services.
- **Academic Hours:**
 - RAs may not enroll in more than 8 credit hours (including internships and student teaching) without prior written approval from the Assistant Director of Staff Selection, Recruitment and Leadership.
- **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 the Assistant Director of Staff Selection, Recruitment and Leadership. RAs may not have additional employment without prior approval from the Assistant Director of Staff Selection, Recruitment and Leadership.
- **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.
- **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, and 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, or 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 working the Interim session will be provided a \$300 stipend and rent-free housing.

Resident Advisers working the Summer 1 & 2 sessions will be provided a \$750 stipend per summer session and a

discounted housing rate of \$206 per summer session.

The stipend will be paid in biweekly distributions, less withholdings for federal income tax purposes and the discounted housing rate will be applied at the beginning of each semester. RAs will receive an assigned single furnished room at a reduced rate unless housing shortages require the assignment of a roommate.

Responsibilities

- **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 & Enforcement of Community Standards**
 - Educate residents on the 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.
- **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 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.
- **Communication & Collaboration**
 - This student leadership position reports to and is supervised by a full-time Community Director (CD). RAs may 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, and confront the same behavior in other team members.
 - Maintain student privacy in all forms of communication.
- **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 toward self-empowerment.
 - Serve as a resource and connect residents with faculty, staff, and other campus resources.
- **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 the 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.

- **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, and health & safety inspections.
- 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 the community, and other duties as outlined in the job description.
- Perform other duties as assigned.

- **Staff Training and Development**

- Attend all training sessions.
- 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 supervisors.
- Attend weekly scheduled staff meetings.
- 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.