

Position Title: Resident Adviser

Department: Residence Life and Housing

Reports to: Community Director

FLSA Status: Exempt

Time Type: Part-time

Employee Type: Fixed-term

Summary:

Resident Advisers (RAs) are student leaders who live in Wake Forest housing and support student development, safety, and engagement within the residence halls. This paraprofessional position averages 25 hours per week and requires strong administrative, interpersonal, and crisis-management skills. RAs serve as mentors and role models, support inclusive communities, enforce University policy, and respond to emergencies. This position offers significant leadership development and transferable professional skills.

Essential Functions:

- Build and maintain relationships with residents, fostering a sense of belonging and personal growth.
- Educate students on University and residence life policies and appropriately document violations.
- Serve in on-call rotation, respond to crises, document incidents, and escalate concerns.
- Plan and implement programs that support academic, social, and wellness-related goals.
- Collaborate with professional staff and campus partners; attend weekly meetings and trainings.
- Participate in duty coverage, community development, administrative responsibilities, and University-wide engagement programs.

Other Functions:

- Assist with move-in/move-out logistics, inspections, and breaks.
- Support recruitment and training of future RAs.

- Serve as a liaison for Faculty Fellows, theme communities, or specialized housing groups.
- Represent Residence Life in campus-wide programs or emergency planning.

Required Education, Knowledge, Skills, Abilities:

- Must be a full-time Wake Forest student.
- Minimum cumulative and semester GPA of 2.50 at the time of application and throughout the assistantship. RAs between a 2.00 and a 2.49 are eligible to remain in the RA role while being enrolled in the department's academic support program.
- Demonstrated leadership, conflict resolution, and administrative abilities.
- Strong interpersonal communication, time management, and discretion.
- In good academic and conduct standing with the University.

Preferred Education, Knowledge, Skills, Abilities:

- Prior involvement in peer leadership or campus organizations.
- Familiarity with student development theory and identity-based inclusive practices.
- Experience responding to emergencies or high-stakes decision-making.

Accountabilities:

- Accountable to the Community Director and other Residence Life & Housing staff.
- Responsible for compliance with all University policies and expectations.
- Must maintain academic eligibility, attend mandatory trainings, and complete required course (CNS 353: College Student Development).

Physical Requirements:

- Must be able to perform basic physical tasks related to room preparation, event setup, and emergency response.
- May include lifting boxes, climbing stairs, and walking long distances on campus.

Environmental Conditions:

- Primarily residential campus housing environments.

- May involve noise, stress, or late-night hours due to crisis response or student engagement events.

Disclaimer:

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by the employee's supervisor.

The University is an equal opportunity employer and welcomes all qualified candidates to apply without regard to race, color, religion, national origin, sex, age, sexual orientation, gender identity and expression, genetic information, disability and military or veteran status. If you are an individual with a disability and need an accommodation to participate in the application or interview process, please contact Kayla Harvey at harveyk@wfu.edu.