



Resident Advisor Position Description and Contract

Manor College

Manor College is a private Catholic College founded by the religious Sisters of Saint Basil the Great, who follow the teachings of the Catholic Church and the Catholic values of respect and reverence for the unique dignity of the human person.

The Office of Residence Life

All resident advisors work under The Office of Residence Life. The Office of Residence Life is committed to education that develops the whole person. This approach promotes the intellectual, spiritual, cultural, and ethical development of all residential students.

Mission

Living in community as a resident student calls forth creativity, exploration of one's ideas, values and personal growth. The mission of Residence Life is to provide residential students with a living and learning environment that is safe, engaging, and equipped with qualified staff that promote a positive on-campus experience.

Vision

The vision is for every resident student to thrive in this living and learning environment, growing in their relationship with others and embracing the concept of living a balanced life while building community. We believe in:

- Maintaining a physical environment that is clean, modern, and accessible for student activities and day to day living.
- Creating an environment that is peaceful, where students are challenged to discuss and respect differences.
- Respecting yourself will allow you to respect others and produce meaningful interactions and relationships.

Position Summary

Resident Advisors (RAs) work to create a positive environment by fostering a sense of community within the residence hall. RAs report directly to the Assistant Director of Residence Life. RAs are valuable members of the RLO that contribute greatly to the department achieving its mission. RAs have the opportunity to work closely with residential students and are in a unique position to positively influence student development. RAs work closely with professional staff to develop a residential environment conducive to academic and personal growth by providing opportunities for student engagement and involvement. RAs develop supportive relationships with individual residents and educate them on their rights and responsibilities as identified in Manor College's Code of Conduct. RAs are expected to serve students and to uphold the standards of Manor College and RLO in the highest regard possible. It is essential that all

staff members be credible, positive role models that abide by the college's policies and procedures, the RA position description and contract, and the housing contract. RAs are expected to behave in a manner that is professional and attuned to the goals and objectives of RLO, on- and off-campus.

Basic RA Skills

Creativity	Leadership	Communication
Professionalism	Initiative	Problem Solving
Responsibility	Prioritization	Approachability
Organization	Teamwork	Maturity

Qualification and Requirements

1. RAs must be full-time, matriculated and confirmed Manor College students with at least sophomore standing by the time of employment.
2. RAs must be in good standing with the Office of Residence Life, Bursar's Office, Business Office, Financial Aid Office, and Health Services.
3. RAs must enroll and maintain at least 12 credit hours each semester.
4. RAs must maintain at least a **2.5 cumulative GPA** each semester.
5. RAs must not be on disciplinary probation or have outstanding bills or conduct fines at the time of their application and throughout their appointment period.
6. Demonstrated experience with programming, event planning, and participation in community service work or leadership roles throughout academic career.
7. Demonstrated crisis management skills, including problem-solving and critical thinking.
8. History of working or involvement with diverse populations.
9. Demonstrated organizational skills and the ability to work efficiently, independently and in a team setting.
10. Solid interpersonal, oral, and written communication skills.

Essential Functions of Position

Resident Advisor Duties

1. Weeknight Coverage begins at 4:45 PM and ends at 8 AM (Sunday to Thursday) the following morning.
 - a. RAs must remain in the residence hall during this time.
 - b. RA must check-in with security and retrieve walkie-talkie.
 - c. RA must complete rounds and all administrative tasks
2. Weekend Coverage begins at 4:45 PM and ends at 10 AM (Friday- Saturday) the following morning.
 - a. RA must remain in the residence hall during this time.
 - b. RA must check-in with security and retrieve walkie-talkie.
 - c. RA must complete rounds and all administrative tasks.
3. Typically RAs serve on-duty once each week and one weekend each month.

This is subject to change based on need and staff availability.
4. Failure to fulfill duty responsibilities may result in termination and/or disciplinary action.

Student and Community Development

1. Establish a residential community that promotes academic excellence, self-awareness, and responsible citizenship.
2. Serve as a resource and role model to all residential students while promoting on-campus offices.
3. Foster a sense of community by promoting a group experience that encourages a sense of belonging as a member of the hall and Manor community.
4. Engage each community member to identify needs and determine strategies to involve them in the hall and Manor community
5. Educate all residential students on all policies and procedures as outlined by Manor's Student Handbook
6. Enforce all policies and procedures as outlined by Manor's Student Handbook
7. Implement all programming requirements
8. Be present in the residence hall for a responsible amount of time.
9. Host 8 programs to engage community members
10. Offer 4 Open Door Hours Weekly

Diversity & Inclusion

1. Support an inclusive community that promotes and supports the exchange of diverse ideas and beliefs.
2. Host activities/programs that promote inclusion among community members.
3. Support and collaborate with campus partners and/or hall council to develop leadership opportunities for community members.
4. Identify and encourage potential leaders to become involved in the community and to develop their leadership skills.
5. Serve as a role model representing Manor and RL in a positive and professional manner.
6. Exhibit the behaviors becoming of a community member.

Behavior Intervention & Crisis Response

1. Develop a community that encourages residents to take ownership of the community and assume responsibilities for their actions.
2. Learn, adhere to, and enforce the rules, regulations, policies, and procedures outlined in Manor College's student handbook.
3. Respond to behavioral, crisis/emergency situations and refer situations to professional staff when appropriate.
4. Document and communicate incidents in an accurate and timely manner using Manor's online reporting system.
5. Attend student conduct hearings as necessary.
6. Mediate roommate and community conflicts under the directive of the AD.
7. Address and report any behavior that is discriminatory or offensive.
8. Conduct any necessary follow up with community members.
9. Serve as a part of the on-duty rotation within the residence hall.

Administrative Responsibilities

1. Handle confidential documents, manuals, IDs, and other Residence Life property responsibly.

2. Attend biweekly staff meetings, 1 on 1, and scheduled meetings
3. Host 6 Open Door Hours weekly
4. Check Manor issued email accounts regularly and respond within 24 hours of receiving an email from Residence Life staff.
5. Submit all Residence Life paperwork, forms, and reports to AD by established deadline.
6. Execute all administrative tasks as assigned by AD
7. Execute additional administrative responsibilities as assigned by AD.

Operational Responsibilities

1. Aid with all openings (Move-in Day, Thanksgiving Break, Winter Break, Easter Break, Spring Break, Check-out) closings, and breaks within the residence hall.
2. Aid residents when locked out of assignment and document occurrence.
3. Aid in procedures for emergencies including, natural disasters, medical, mental health, facility related, etc.
4. Assist residents with submitting work orders for all maintenance/furniture/housekeeping needs; report maintenance concerns in common areas; communicate with the AD regarding reported concerns, and follow-up as necessary.
5. Report all damage to university property including fire equipment, alarm systems, common areas and bathrooms to AD.
6. Facilitate approved room changes by properly checking residents in or out of their rooms and updating corresponding documentation.
7. Assist with executing health and safety inspections as scheduled and follow appropriate documentation procedures.
8. Participate in planned emergency preparedness drills.

Mandatory Training & Professional Development

1. Participate in ALL training and development opportunities.
 - a. RAs are responsible for making accommodations
2. RA position must serve a primary leadership position from August 2023 to May 2024
 - a. August & January
 - i. RAs will return to campus prior to Move-in Day to participate in training. The training is mandatory.
 - ii. Training dates and times will be established by the AD.
3. Attend all other required trainings/meetings and events as scheduled, i.e. staff meetings, bi-weekly 1-on-1 meetings, in-services, etc
4. Participate in one L.E.A.D. activity during each semester.
5. Participate in 1 off-campus conference and/or learning opportunity

Compensation

1. Each RA will receive \$3,000 each semester (Fall and Spring) paid directly to the Business Office for housing and meals.
2. Each RA will receive a single room to be assigned by the AD. Room will include
 - a. A single bed (XL Twin)
 - b. Dresser
 - c. Desk and chair
 - d. Lounge chair

Termination/Resignation

1. RA may be terminated from their position by RL for unsatisfactory performance or breach of contract/agreement.
2. RA will vacate assignment within 24 hours of termination
3. RA will be financially responsible for housing and meals after the date of termination
4. RA may appeal termination in writing to the Dean of Students. A written appeal must be submitted within 3 business days from the date of termination.
5. If RA resigns from position immediate written notification must be submitted to AD
 - a. RA forfeits all compensation and must vacate assignment within 24 hours

Conclusion

The RA position description is not an all-inclusive statement of the responsibilities of a RA. It is recognized that other related duties and expectations not specifically mentioned may also be required and/or assigned. In addition, special circumstances may require the assignment of additional responsibilities for a specific period.

By signing this agreement, I understand and agree to the expectations listed above. I also understand that I can access this agreement at [manor.edu/student-life/live-on campus/](http://manor.edu/student-life/live-on-campus/) under the Become a Manor RA tab.

Name and Date