

**UNIVERSITY OF CALIFORNIA SAN DIEGO**  
**REVELLE COLLEGE**  
**RESIDENT ASSISTANT JOB DESCRIPTION**  
**2018-2019**  
(Updated 9/27/2017)

The Resident Assistant (RA) position is a registered full-time student who lives and interacts with their peers in a residence hall or apartment community. The RA is a member of the Revelle Residence Life staff and actively participates in the development of a comprehensive Residence Life program. The RA is appointed for a specific academic year. Reappointment is contingent upon successful job performance, requisite academic progress, favorable review by supervisor, and the on-going needs of the overall Revelle College Residence Life department.

The RA position, due to its live-in nature, requires willingness to be on call at any time of the day or night in order to meet students' needs as they arise, even in times of emergency when the campus may close for extended periods of time. The RA will function as a resource, peer mentor, and advisor to residents. Therefore, availability, consistency, and interpersonal skills are of the utmost importance.

The RA is expected to serve as a role model and abide by all University and Residence Life policies. The RA is expected to adopt the goals of maintaining a safe, secure, and comfortable living/learning environment. As a role model and a mentor, the RA is further fulfilling the University's mission for education and service as well as maintaining good academic standing and continuing full-time student status. RA responsibilities are as follows:

**ROLE MODEL**

It is essential that an RA, as a role model:

1. Maintain good academic standing (Obtain a minimum 2.50 quarterly Grade Point Average and maintain a minimum 2.50 cumulative Grade Point Average) and solid academic progress towards graduation as a full time student (a minimum of 12 undergraduate / 6 graduate credit hours per quarter). After one quarter of failure to meet academic performance standards, Resident Assistants will be placed on job probation. Two consecutive quarters of poor academic performance may affect continued employment status.
2. Abide by and enforce all University, Housing\*Dining\*Hospitality, and Residence Life policies, and the UCSD Code of Conduct.
3. Communicate with all residents and staff members in an open, supportive, and constructive manner, including the RA's suitemates/apartment-mates as applicable.
4. Promote a living/learning atmosphere which enhances education and is supportive of the exchange of diverse ideas and experiences.
5. Maintain objectivity and privacy in all sensitive matters and with student information.
6. Build and maintain a relationship of trust and mutual support with individual residents, including suitemates/apartment-mates as applicable.
7. Maintain a cooperative team environment and positive attitude within the Residence Life staff and the Revelle residential community.

**STAFF AND RESIDENT COMMUNICATION**

Communication and interaction between Residence Life Staff as well as with all residents is vital to a healthy team relationship and a viable and supportive residential community. Resident Assistants will:

1. Report to their supervisor on all aspects of the Resident Assistant's work. The Resident Assistant and their supervisor shall have formal and informal meetings, evaluation, and communication on a regular basis. The Resident Assistant is additionally required to check their staff mailbox and read their e-mail daily.
2. Interact professionally with internal and external campus resources and vendors.
3. Inform residents of policies/procedures and events via regular weekly newsletters and additional personal contact.
4. Assist and support staff as needed and actively support and contribute to the staff team.
5. Maintain a cooperative team environment and positive attitude.
6. Be available, visible, and approachable on a daily basis to residents and supervisor.
7. Attend and participate in weekly Resident Assistant staff meetings (Tuesdays 7-10pm).
8. Be open and responsive to constructive feedback and opinions from their supervisor and other staff members, and provide constructive feedback when appropriate.

## **PROGRAMMING**

Revelle Residence Life is committed to providing services which enhance the residential living/learning environment. Residence Life Staff are expected to provide residents with a variety of educational, cultural, social, and recreational programs. The objective is to help create and maintain a friendly environment which encourages cooperation, personal growth, and academic achievement within the residential community. The key goals of programming are education, community building, and encouraging peer interaction. Resident Assistants will:

1. Promote a living/learning community which enhances education in and out of the classroom.
2. Initiate, develop, and facilitate regularly scheduled community programs as well as Large Scale Programs to enhance overall student development.
3. Introduce residents to new cultures, values, and lifestyles by providing activities that lead to a supportive exchange of ideas and experiences.
4. Collaborate with other groups who also organize residential programs, primarily the Revelle Hall Association (RHA). Support RHA and other campus offices and student organizations.
5. Utilize personnel and resources available through Revelle College, RHA, the UCSD community, and the San Diego area.
6. Facilitate the development of leadership, conflict management, and interpersonal skills by providing opportunities for residents to plan and implement programs.
7. Organize, implement, and support required educational and community-building programs.
8. File all required paperwork in a timely manner.
9. Develop effective and comprehensive advertising for Revelle College Residence Life.

## **DISCIPLINE, POLICIES, AND PROCEDURES**

The Revelle Residence Life staff is committed to providing an educational and developmental residential community. The RA must be a role model within the UCSD residential system and adhere to these policies and procedures at all times. Violation can be grounds for immediate dismissal. Resident Assistants will:

1. Gain understanding and knowledge of the Policies and Procedures of Revelle Residence Life, the Housing Contract and the UCSD Student Code of Conduct.
2. Inform residents of policies and procedures.
3. Address discipline or behavioral problems and file required incident reports or documentation in a timely manner (within 24 hours). Maintain objectivity and strict confidentiality regarding disciplinary issues.
4. Conduct follow-up as needed or per supervisor instructions.

## **AVAILABILITY**

Resident Assistants will:

1. Be visible, available, and approachable to residents. This means being in one's room/suite/apartment on a daily and regular basis (several hours per day not including sleeping time). Maintain significant personal contact with all residents in their living area by visiting each suite/apartment at least once per week.
2. Attend all of Spring RA training and Fall RA training. Spring Training will be held on Saturday, April 21, 2018. Move-in for Fall RA Training will be available on Sunday, August 26, 2018. Training begins on Monday, August 27, 2018. Staff will be required to perform administrative duties in preparation for opening, Welcome Week, and early move-ins. Meals will be provided on all days during Fall training.
3. Not enroll in the 2018 second summer session without prior approval of the Director of Residence Life.
4. Remain after Fall and Spring quarter to assist with completion of all administrative tasks related to closings and check-out procedures. Extra time, effort, and commitment is required during openings/closings, vacations/breaks, and other peak times.
5. Attend all required and scheduled RA training sessions, retreats, and activities throughout the academic year, including but not limited to Welcome Week events, Fall Convocation, Winter Retreat (at the beginning of the Winter 2018 Quarter), Triton Day, and Spirit Night, unless providing duty/office coverage.
6. Work on-call duties as scheduled, including weekdays and weekends. Be available during emergency situations and other times as requested or scheduled.
7. Notify their supervisor when gone overnight or for weekends.
8. Consider the RA position as their primary job. Second jobs, part-time work, and involvement in outside activities are permissible only so long as they do not interfere with time, availability, and the efficiency of the RA.
9. Enroll in no more than 16 undergraduate credit hours per academic quarter without prior approval from the Resident Assistant's direct supervisor.

## **PEER COUNSELING**

Resident Assistants will:

1. Be available to residents on a regular basis and provide one-on-one peer-counseling with residents as necessary.
2. Build and maintain a relationship of trust with individual residents. Maintain objectivity and privacy as appropriate.
3. Be familiar with campus and community resources. Use appropriate referral procedures as outlined in training.

**Campus Security Authority (CSA) Responsibilities:**

This position has been identified as a Campus Security Authority pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and requires immediate reporting of Clery Act crimes occurring on Clery Act geography to the UC San Diego Police Department (UCPD). It is the responsibility of the CSA to ensure they obtain proper training in order to fulfill their reporting responsibilities as required by the Clery Act and University policy, and to complete and submit the required reports to the UCPD without delay.

**ADMINISTRATION/MANAGEMENT OF FACILITIES**

Resident Assistants will:

1. Assist supervisor with administrative work. Complete assigned administrative tasks and paperwork within designated timelines.
2. Report damage and maintenance problems; follow-up when appropriate.
3. Conduct community meetings throughout the year as determined by supervisor. Serve as a liaison between residents and Revelle College staff.
4. Know and enforce fire safety procedures and regulations.
5. Conduct and assist with conducting safety drills and/or safety programs.
6. Establish positive working relationships with Residence Life office staff; Residential Security Officers; University Police; other campus personnel and departments; and Housing maintenance, grounds, and custodial crews.
7. Report, document, and follow up on safety violations, security issues, building damages, and maintenance problems.
8. Be prompt in attending all required meetings and duties.
9. Perform extra areas of responsibility and duties as otherwise assigned by supervisor.

**QUALIFICATIONS**

1. Full time UCSD student status (12 undergraduate / 6 graduate credit hours per quarter).
2. All RA candidates and current Resident Assistants are required to have a minimum cumulative Grade Point Average of 2.50 and a minimum 2.50 quarterly Grade Point Average in the previous quarter in order to apply for the position.

**COMPENSATION**

It is required that all RAs reside in the Revelle College residential facilities as assigned.

1. Compensation is the cost of a single room and board (meal plan/Triton Cash). If employment is terminated early for any reason, the amount of money that should be left on the meal plan and Triton Cash will be prorated based on the date of termination. Any amount spent over that dollar amount must be remitted to the Residence Life Office. Triton Cash funds will be made available for use beginning September 2018, and will be provided as a credit each quarter.
2. Room will be provided beginning August 26, 2018 and ending on Sunday, June 16, 2019. (Residence Hall RAs are required to vacate their rooms during Winter break, unless prior arrangements are made with their direct supervisor.) The exact date of room availability is subject to change, based on bed space availability.
3. Compensation package is subject to change in the event of any changes to the University Housing contract; candidates will be notified of any changes prior to signing any employment agreements.
4. Individuals who resign or are terminated prior to the end of their contract period will be expected to pay back any meal plan benefits that exceed the average pro-rated daily balance which applies to their actual period of employment.

**NOTE:** In periods of high occupancy or overflow, some Resident Assistants may temporarily be assigned a roommate and compensation packages may be adjusted to reflect this.