

UNIVERSITY OF CALIFORNIA SAN DIEGO

REVELLE COLLEGE

HEAD RESIDENT ASSISTANT

JOB DESCRIPTION

2017-2018

(Updated 11/30/2016)

The Head Resident Assistant (HRA) is a registered full-time student employee who lives and interacts with his or her peers in a Residence Hall complex. The HRA is a member of the Residence Life staff and actively participates in the development of a comprehensive Residence Life program. The HRA 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 system.

The HRA position, due to its live-in nature, requires willingness to be called into service 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 HRA will function as a resource and peer advisor to Resident Assistants. Therefore, availability, consistency, and interpersonal skills are of the utmost importance.

The HRA is expected to serve as a role model and abide by all University and Residence Life policies. As a role model and a programmer, the HRA is further fulfilling the University's mission for education and service as well as maintaining good academic standing and continuing full-time student status. HRA responsibilities are as follows:

ROLE MODEL

It is essential that a Head Resident Assistant possess the knowledge, skills, and abilities to serve as a role model to the community. The Head Resident Assistant will:

1. Be in good academic standing (obtain a minimum 2.50 quarterly Grade Point Average and maintain a minimum 2.50 cumulative Grade Point Average) and make solid academic progress toward 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, the Head Resident Assistant 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, and Hospitality, and Residence Life policies and the UCSD Student Code of Conduct.
3. Communicate with all residents and staff members in an open, supportive, and constructive manner.
4. Promote a living/learning atmosphere that enhances education and is supportive of the exchange of diverse ideas and experiences.
5. Maintain objectivity and confidentiality in all sensitive matters and with student information.
6. Build and maintain a relationship of trust and mutual support with other Residence Life student staff members.
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. The Head Resident Assistant will:

1. Report to his/her supervisor on all aspects of the Head Resident Assistant's work. The Head Resident Assistant and his/her supervisor shall have formal and informal conferences, evaluation, and communication on a regular basis, in addition to bi-weekly meetings with the Resident Dean. **The Head Resident Assistant is additionally required to check his/her staff mailbox and read e-mail daily.**
2. Assist the professional staff in selecting and training the Resident Assistants and Interns during Fall Training, RA recruitment and selection process in Winter quarter, and the Spring Quarter training session.
3. Conduct quarterly one-on-ones with each Resident Assistant within area group.
4. Help coordinate birthday recognitions of staff throughout years.
5. Coordinate End of the Year dinner and Transition Ceremony.
6. Initiate, develop, and facilitate 2 quarterly in-services that further Resident Assistant development and resource awareness.
7. Interact professionally with internal and external customers and resources.
8. Assist and support staff as needed and requested and actively support and contribute to the staff team concept.
9. Maintain a cooperative team environment and positive attitude.
10. Be available, visible, and approachable.
11. Attend and participate in a weekly student staff meeting (Tuesdays 7-10pm).
12. Be open and responsive to constructive feedback and opinions from his/her supervisor and other staff members, and provide constructive feedback when appropriate.

PROGRAMMING

The Revelle Residence Life staff is committed to providing services that 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 that stimulates cooperation, personal growth, and academic achievement within the residential community. The key goals of programming are education, community building, and encouraging peer interaction. The Head Resident Assistant will:

1. Promote a living/learning community that enhances education in and out of the classroom.
2. Be a resource for the Resident Assistants to aid them in initiating, developing, and facilitating regularly scheduled Social Justice programs.
3. Be a resource for the Resident Assistants to aid them in initiating, developing, and facilitating educational and community building programs to enhance student awareness and development.
4. Provide RA staff with information on activities happening on the UCSD campus and in the Revelle community.
5. In collaboration with RA staff, facilitate the development of leadership, conflict management, and interpersonal skills by providing opportunities for residents to plan and implement programs.
6. Cooperate with other groups who also organize residential programs, primarily the Revelle Hall Association (RHA).
7. Utilize personnel and resources available through Revelle College, RHA, the UCSD community, and the San Diego area.
8. Facilitate the development of leadership, conflict management, and interpersonal skills among the Resident Assistants through staff developments and one-on-one interactions.
9. Organize, implement, and support required 2 educational in-services for the Resident Assistants.
10. Coordinate quarterly large-scale programs, and plan additional weekend activities for the Revelle residential population and Resident Assistant staff as directed by supervisor.
11. Support required Area Group projects in the Residence Halls and/or Revelle Apartments.
12. File all required paperwork in a timely manner, including all requests and programming reports within 48 hours.
13. Assist in developing effective and comprehensive advertising for Residence Life and Revelle College sponsored events.
14. Coordinate Revelle College's submission of monthly nominations for National Residence Hall Honorary's "Of the Month" (OTM) awards and annual nominations for UC San Diego's Rezzie awards.
15. Submit one OTM nomination each month for a member of the Revelle community.

DISCIPLINE, POLICIES AND PROCEDURES

The Revelle Residence Life staff is committed to providing an educational and developmental residential community. Residents' safety and security is of the utmost importance and disciplinary action is dealt with using a behavior modification model. NOTE: The HRA 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. The Head Resident Assistant 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 clarify policies and procedures.
3. Address discipline or behavioral problems and file required Incident Reports with supervisor(s) in a timely manner (within 24 hours). Maintain objectivity and strict confidentiality regarding disciplinary issues.
4. Conduct follow-up as needed or per instructions of supervisor(s).

AVAILABILITY

The Head Resident Assistant will:

1. Be visible, available, and approachable to residents and Resident Assistants. This also means being in one's apartment on a daily and regular basis (several hours per day not including sleeping time) as well as being visible, available, and approachable to residents during a majority of meal times. Maintain significant personal contact with all Resident Assistants.
2. Attend all of RA training in Spring quarter 2017 (April 15, 2017) and before Fall quarter 2017 begins. Move-in for Fall RA Training will be available on Saturday, August 27, 2017. Training begins on Monday, August 28, 2017. 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 that training is provided during Fall training.
3. Not enroll in the 2017 second summer session without prior approval of the Director of Residence Life.
4. Remain after each 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. Regularly attend RHA meetings as a student advisor or Revelle College Council meetings as an ex-officio member, as designated by supervisor.
7. Assist in the coordination of and attend the Group Interview Process for 2018-2019 student staff selection.
8. Work College Center and on-call duties as scheduled, including weekdays and weekends. Be available during emergency situations and other times as requested or scheduled.
9. Notify his/her supervisor when gone overnight or for weekends.
10. Consider the University to be the principal employer and secondary responsibility only to academics. Second jobs, odd 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 HRA. All outside employment and involvement in activities must be submitted in writing for approval by the Head Resident Assistant's direct supervisor upon acceptance of the Head Resident Assistant position.

11. Enroll in no more than 16 undergraduate credit hours per academic quarter without prior approval from the Head Resident Assistant's direct supervisor.

PEER COUNSELING

The Head Resident Assistant will:

1. Be available to residents and Resident Assistants on a regular basis and provide one-on-one peer-counseling with residents and Resident Assistants as necessary.
2. Build and maintain a relationship of trust with individual Resident Assistants. Maintain objectivity and confidentiality as appropriate.
3. Be aware of Resident Assistants' special circumstances (e.g. health concerns, peak stress times, emotional difficulties, academic problems).
4. 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

The Head Resident Assistant will:

1. Assist supervisor with administrative work. Complete assigned administrative tasks and paperwork within designated timelines.
2. Initiate, develop, and facilitate the Triton Day Overnight and/or Room Tours under direction from supervisor.
3. Assist with specific portions of the Fall RA/ RLI Training (meals, team builders, specific sessions, door decorations, etc.)
4. Report damage and maintenance problems: follow-up when appropriate.
5. Serve as a liaison between residents and Revelle College administrative staff.
6. Conduct quarterly student staff development sessions throughout the year as determined by supervisor.
7. Be sensitive to the campus ecology of the HRA's living area and residential common areas.
8. Know and enforce fire safety procedures and regulations.
9. Conduct and assist with conducting safety drills and/or safety programs.
10. Establish positive working relationships with Residence Life office staff; Residential Security Officers; University Police; other campus personnel and departments; as well as Housing maintenance, grounds, and custodial crews.
11. Review, track, and provide feedback to all Resident Assistant program proposals at least three times a week.
12. Collect and disseminate a weekly "blurb" communication for Resident Assistant newsletters.
13. Create a monthly newsletter for Revelle Residence Life staff.
14. Create quarter in review reports on tasks accomplished.
15. Perform extra areas of responsibility and duties as otherwise assigned by supervisor.
16. Report, document, and follow up on safety violations, security issues, building damages, and maintenance problems.
17. Be prompt in attending all required meetings and duties.

QUALIFICATIONS

1. Previous experience as a Resident Assistant at UCSD with preference to Revelle Residence Life experience.
2. Full time UCSD student status (12 undergraduate / 6 graduate credit hours per quarter).
3. All HRA candidates 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

Residing in the Revelle College residential facilities as assigned is required.

1. A single person apartment (located in a Fleet residence hall) and meal plan with amenities, plus a total of \$3900.00 in Dining Dollars and Triton Cash for the academic year 2017-2018. Exceptions may be made to amend this compensation plan at the discretion of the Director of Residence Life. 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 will need to be remitted to the Residence Life Office. Triton Cash funds will be made available for use beginning September 2017, and will be issued in three (3) equal installments at the start of each academic quarter.
2. The apartment will be provided beginning August 27, 2017 and ending on Sunday, June 17, 2018. (The HRA is required to vacate their apartment during Winter and Spring breaks, unless prior arrangements are made with their direct supervisor.)

NOTE: In periods of high occupancy or overflow, the Head Resident Assistant may temporarily be assigned an additional roommate and compensation packages may be adjusted to reflect this.