



## Resident Assistant – Position Description 2018-2019

### Our Mission

University Housing & Dining strives to **create supportive and challenging environments that enrich and nourish lives**. Further, we seek **to be the premier campus community in the country**. Resident Assistants (RAs) are an integral part of furthering this mission and vision.

### Inclusion Statement

We proudly commit to preparing our students and staff to thrive in a global community. We seek to understand and affirm all identities, engage in residential community dialogue, and promote an inclusive and supportive residential community environment.

### Residential Experience Model Learning Goals

We believe an intentional residential experience is transformative. We believe that students will learn and grow in specific ways while living on-campus. Through facilitating the Residential Experience Model, Resident Assistants will mentor residents to **explore** who they are, **connect** with others in the community, **engage** academically, and **lead** in meaningful ways.

### Resident Assistant Responsibilities

Explore: RAs will promote residents exploring who they are by:

- Serving as mentors and role models to their residents. RAs hold diverse perspectives and often draw on their own experiences to guide their peers through the Clemson experience.
- Developing relationships with residents. RAs are expected to have regular one-on-one interactions in order to get to know each resident individually. RAs help to connect residents in the community to one another.
- Articulating their own identities and demonstrating an ability to speak to others across areas of social identity through their interactions with residents.

Connect: RAs will connect with residents in the community by:

- Assisting residents in proactively addressing individual and community conflict.
- Working with residents to maintain physical space within the community. Residents are encouraged to take appropriate care of their assigned space and the community as a whole.
- Engaging in sustainable practices supported by Residential Living and Residential Learning and empowering residents to do so.
- Holding residents accountable to the Code of Conduct, University Housing Contract & Rules Regulations, and community standards and norms.

Engage: RAs will engage academically by:

- Creating a community that is conducive to academic success. RAs should be aware of basic academic policies and refer students to a variety of academic resources.
- Regularly interacting with Faculty-in-Residence, Faculty Friends, or Living-learning Community partners and encouraging residents to engage with faculty outside of the classroom.
- Providing opportunities for residents to reflect on their major choices, career aspirations, etc. as that they pursue their degree. RAs play a part in facilitating a culture of lifelong learning.

Lead: RAs will lead in meaningful ways by:

- RAs are leaders within their residential community and the larger Clemson community. RAs should also support residents' leadership development through the encouragement of involvement in the Residence Hall Association (RHA) and community council(s).
- RAs are encouraged to utilize Communities of Inclusion (COI) resources to build inclusive residential communities and global citizens.



Resident Assistants are also responsible for completing administrative responsibilities within the community. An RA will assist with room inspections during community open and closing; work assigned hours at the community desk; serve in an on-call rotation, etc.

Resident Assistants are subject to specific expectations that will be outlined in a staff member's employment agreement, departmental and supervisor expectations, etc.

**A Resident Assistant will be subject to the following policies and guidelines:**

We prioritize academic success and your role as a student, and have therefore implemented academic policies designed to support and enhance your academic career.

- Resident Assistants must be enrolled as a full-time student at Clemson University.
- Resident Assistants must maintain a semester and cumulative GPA of **2.0** at the time of appointment and throughout the term of employment. (Some Living-learning communities may require a higher GPA.) A staff member's semester and cumulative GPA will be checked each semester.
- Resident Assistants are academic role models. Any issue of academic dishonesty will be addressed.
- Resident Assistants will take EDC 3900: Student Development, Leadership, and Counseling for the University Paraprofessional as a pre-service requirement of employment. EDC 3900 is a 3-hour credit course, and an RA must earn a C or better in the course.

Resident Assistants must be in good disciplinary standing, defined as not having an active sanction of judicial probation or higher as well as having no active sanctions from a case where s/he was found in violation of the Housing Contract and Rules & Regulations or the University Code of Conduct. Student conduct records for Clemson University, and Tri-County Technical College (where applicable), will be reviewed prior to and during the time of employment.

University policy currently states that no student is permitted to work more than 28 hours per week. Employment in the Resident Assistant position is a primary obligation. Any additional employment must be requested in advance and must be approved before engaging with another department. Only jobs within University Housing & Dining, UPIC Internships, and Federal Work Study may be considered.

We highly recommend that an RA does not enroll in more than 18 hours of academic credit. Additionally, participation in a co-op, internship, student teaching experience, or clinicals may have significant impacts on an RA's wellbeing and ability to balance responsibilities of the RA role. An RA must request permission in advance to engage in these commitments; all requests may not be granted.

A Resident Assistant is first committed to their RA role and responsibilities. Extracurricular involvement is secondary to the RA position. An RA should consider the impact of a significant leadership role in an organization, and/or involvement in an organization with time commitments that are counter to requirements for RAs to be available within their community. An RA should speak to their supervisor in advance about these types of commitments; not all outside opportunities and extracurricular involvement will be approved.

Staff placement is at the discretion of Residential Living and Residential Learning staff. Residential Living and Residential Learning staff assesses needs of each community, as well as the strengths and talents that an individual staff member can bring to that resident population and the staff team. Living-learning communities and other residential programs may have specific requirements for membership; RA positions are aligned with those requirements. The departments also strongly consider any "conflict of interest" that may affect placement. For instance, individuals with family relationships, dating relationships, etc. may not be placed on the same staff.



Active participation in training and development is essential to a staff member's success, and therefore, all training and development activities throughout the term of employment are mandatory. The Resident Assistant Training begins on **Monday, July 30, 2018**.

**Remuneration and Benefits:**

**Stipend:** Resident Assistants are paid on a stipend basis with stipend amounts divided equally amongst pay periods falling within the dates of employment. Most positions are paid a stipend of \$4,020.00 for the academic year. Any differences for specialized positions will be noted in that particular position's Employment Agreement. Work hours may vary week to week.

**Meal Plan:** University Housing & Dining believes in the community that is created through relationship building with one another over food. A meal plan is provided as a means to allow them to engage in the community that is created in dining halls and retail venues on-campus. Staff are encouraged to provide meaningful feedback to Dining in partnership with one another to enhance our offerings for students.

**Housing Assignment:** Resident Assistants are provided with a private room. In the event of higher than expected occupancy, an RA may be assigned a temporary roommate. Resident Assistant rooms will be billed at the designated RA rate. (The RA rate for the 2017-18 is \$2540 and will be subject to annual rate increases.)

Note: The value of the housing rate and meal plan is applied as a resource to a student's financial aid account. Please consult with a financial aid counselor if you have questions about the impact to available aid.

**Discounts:** Resident Assistants receive a discount at the University Bookstore.

**Term of Employment:**

July 30th, 2018 for staff development and training, through May 5th, 2019 after released by supervisor. Staff in apartment areas will be asked to remain until May 11th for graduation closing.

**How to Apply:**

Applications are available online at <http://clemson.erezlife.com/>. Please contact the Graduate Assistant for Recruitment and Selection at [rselection@clemson.edu](mailto:rselection@clemson.edu) with any questions regarding interviews.