



## Resident Assistant Position Description 2019 – 2020

### **Our Mission**

University Housing & Dining (UH&D) 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 Experience**

Resident Assistants serve students in our residential communities in a variety of roles we have identified as leaders, role models, critical thinkers, peer educators, and community builders.

### **Resident Assistant Responsibilities**

**Leaders:** RAs will practice leadership through authentic and relational actions, recognizing that leadership is a process and the outcome is positive change for the greater community.

- RAs are leaders within their residential community and the larger Clemson community.
- Serve 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.
- RAs are encouraged to utilize Communities of Inclusion (COI) resources to build inclusive residential communities and global citizens.
- Engage in sustainable practices supported by Eco Reps, Residential Living and Residential Learning, and empower residents to do so.

**Role Models:** RAs will recognize the responsibility and accountability that comes with leading and mentoring others in the community.

- Serve as a credible role model by holding themselves and residents accountable to the University Housing Contract and Rules & Regulations, University Code of Conduct, and community standards and norms.
- Regularly interact with Faculty-in-Residence, Faculty Friends, Living-Learning Community partners, or Residential College partners and encourage residents to engage with faculty outside of the classroom.
- Strive to be an authentic leader within community and create a positive experience for students.
- Role model academic success as a student, maintaining the academic expectations of the role.



**Critical Thinkers:** RAs will solve problems and make decisions with an ethical and informed mindset, valuing the administrative responsibility of serving as an RA.

- Identify a problem and know how/resources to address the problem.
- Demonstrate an enhanced ability to employ evidence/information in conducting a comprehensive analysis of an issue or problem.
- Utilize disciplined thinking that is clear rational, open-minded, and informed by evidence.
- Observe and report concerns in the community related to safety, facility, policy, and resident concerns.
- Take action to respond to problems within the scope of role and engage support as appropriate/required.

**Peer Educators:** RAs will serve as a key resource for the community members making appropriate and timely referrals that support student success.

- Provide opportunities for residents to reflect on their choice of major, career aspirations, etc. as they pursue their degree. RAs play a part in facilitating a culture of lifelong learning.
- Create 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.
- Through interactions with their residents, articulate their own identities and demonstrate an ability to speak to others across areas of social identity.

**Community Builders:** RAs will utilize intentional interactions and staff support to build a strong network of connected residents.

- Develop 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.
- Support residents' leadership development through the encouragement of involvement in the Residence Hall Association (RHA) community council(s), and Eco-Reps.
- Work 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.
- Assist residents in proactively addressing individual and community conflict.

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 a community desk; serve in an on-call rotation, and other duties related to administrative responsibilities.

Resident Assistants are subject to specific expectations that will be outlined in a staff member's employment agreement, departmental and supervisor expectations, Housing Contract and Rules & Regulations, and the University Code of Conduct.



**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 at the time of application and start of employment.
- We highly recommend that an RA does not enroll in more than 18 hours of academic credit.
- 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 fall and spring semester. Academic forgiveness cannot be utilized in the academic appeal process.
- 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 and approval from the instructor of record to continue into the RA role. Failure to complete this course with a grade of C or better, and gain instructor of record approval, may impact my employment.

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 they were 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.

A Resident Assistant is first committed to their RA role and responsibilities. Additional time commitments such as significant leadership opportunities, academic engagements, and additional employment, are secondary to the RA position. Additional opportunities with extensive time commitments will have significant impact on an RA's wellbeing and ability to balance responsibilities within the RA role. Examples of additional time commitments include: participation in a co-op, UPIC, federal work study, internship, student teaching experience, educational clinicals, 18+ credit hours, and/or significant leadership roles. First time RAs may not be allowed to have any additional time commitments. An RA must request permission in writing via the 'Request for Additional Time Commitments Form', and receive approval, in advance to engage in these commitments. All requests may not be granted.

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 UH&D, UPIC Internships, and Federal Work Study may be considered. *Additional employment opportunities are limited to 8 hours within UH&D and positions external to Clemson University.*

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 a 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 considers any “conflict of interest” that may affect placement. For instance, individuals with family relationships, dating relationships within staff or within the assigned community, etc. may not be placed on the same staff. RAs should notify their supervisor(s) if a conflict of interest develops or is present.

Active participation in training and continued learning experiences is essential to a staff member’s success, and therefore, all training and continued learning experiences throughout the term of employment are mandatory. Resident Assistant Training begins on **Thursday, August 1, 2019**.

### **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: UH&D 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 2018-19 was \$2,650 and this 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 10% discount at the University Bookstore.

### **Term of Employment:**

August 1, 2019 at 7:00am, for staff development and training, through May 3, 2020 at 5:00pm, after released by supervisor. Staff in apartment areas will be asked to remain until 5:00pm, May 9, 2020, 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.