RESIDENT ADVISOR POSITION DESCRIPTION
Lafayette College
Office of Residence Life

Resident Advisors (RAs) are student staff members responsible for an assigned residence hall area. Resident Advisors are part of the Office of Residence Life staff reporting to a Head Resident Advisor and Assistant Director and ultimately to the Associate Dean of Students/Director of Residence Life.

Resident Advisors work with other residence hall and College staff to foster a residence hall environment that supports the mission of the Office of Residence Life. Resident Advisors articulate the philosophy and policies of the Office of Residence Life and the College to their residents, and in turn, represent the needs of residential students to the administration. The general responsibilities of the RA position are:

I Community Building
To support of students’ overall success, Resident Advisors strive to establish and maintain an atmosphere within their section/hall that is conducive to study, sleep/rest, and positive interpersonal interactions. Therefore, RAs must:

- Establish and maintain a positive relationship with students in their area
- Lead floor/area meetings to discuss floor happenings and updates
- Advise residents within the limits of their training and capabilities, on personal, academic, and informational issues
- Identify students in need of specialized help and refer them to the appropriate College agency
- Organize and implement a set number of programs on a monthly basis that focus on academic/intellectual, social/community building, cultural awareness, and personal development issues designed to assist in the development of the total student residing the RA’s particular floor/area.

II Residence Hall Management
Resident Advisors assist the Office of Residence Life in maintaining an orderly and safe living environment. Responsibilities in this area include:

- familiarizing self with and adhering to the administrative functions, policies, and general information contained in the Student Staff Manual, Student Handbook, and Housing Contract
- being part of a rotating duty schedule. While on duty, RAs are responsible for responding to emergencies, identifying and reporting safety and security concerns within their buildings, checking-out equipment, and addressing any other resident needs that may arise
- taking immediate and appropriate action in response to all violations, emergencies and/or safety and security concerns within the residence halls
- actively encouraging a respectful and welcoming environment. RAs facilitate the creation of “community standards” with their residents and address behaviors that negatively impact the residence hall environment

III Administrative Responsibilities
Resident Advisors complete various administrative tasks and assist with various office projects throughout the year. These duties include:

- being in residence each night throughout the year. Occasional overnight absences are permitted but must be approved in advance.
- meeting regularly with their supervisor and building staff
• assisting with check in and check out, occupancy verification, room selection, and staff selection as appropriate
• submitting regular reports, entering and following up on work orders, and completing paperwork as directed
• disseminating information to residents on a regular basis and as directed
• being available and responsive to students and College staff via room phone, email, and campus mail.

IV Training
All Resident Advisors participate in a structured and continuous staff training program designed to increase their effectiveness and enhance their personal development. RAs must return to campus prior to the official opening and remain on campus through the official closing of the residence halls each semester. Specific information and dates will be provided at time of appointment and/or as they are scheduled. Staff training includes:
• Spring training – held during the semester hiring decisions are announced
• Fall training – held during the week prior to the start of the fall semester
• In-Service training – offered throughout the semester
• Renewal training – held the weekend prior to the start of the spring semester
• Staff development training - monthly

Eligibility Requirements

• Must be registered as a full-time student at Lafayette College.
• Must have a minimum cumulative grade point average of 2.5 when hired. This minimum cumulative average must be maintained throughout the term of appointment. Semester GPAs that fall below the minimum average may result in employment action.
• May not be on any level of probation at the time of appointment. Should a Resident Advisor receive a disciplinary sanction at any time after appointment, or during the period of employment, his/her position may be terminated or other employment action may be taken.
• Must be prepared to give priority to the RA position over all other areas of activity (with the exception of academic work). Once appointed, involvement in other forms of employment, major leadership positions, or other sizeable time commitments (ex. intercollegiate athletics, student teaching) must be discussed and approved in writing in advance.

Compensation

• Single room at no cost
• Partial meal plan
• Semester stipend (based on years of experience)

Lafayette College assures equal employment opportunity in all its personnel policies which will be administered without further regard to race, color, religion, sex, sexual orientation, national origin, age or disability; and further that no employee shall be subjected to harassment by any other employee because of these factors. (Policy adopted by Board of Trustees April 1983)