

**DESCRIPTION**

The Resident Assistant (RA) is a registered full-time student employee who lives and interacts with his or her peers in a residence hall or apartment complex. The RA is a member of the Residence Life staff and actively participates in the development of a comprehensive residential life program.

The RA 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 RA will function as a resource, friend, and peer 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 Residential 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 programmer, 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.

**COMPENSATION:**

- A single room and meal plan (combination of Dining Dollars and Triton Cash valued at \$3000) with amenities (RA will receive a private bedroom for the academic year 2015-2016. Exceptions may be made to amend this compensation plan at the discretion of the Housing\*Dining\*Hospitality. 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 Office of Residence Life. Triton Cash funds will be made available for use beginning mid-September 2016, and will be provided in quarterly installments.
- Room will be provided beginning August 20, 2016 and ending on June 12, 2016. (Residence Hall RAs are required to vacate their rooms during Winter and Spring breaks, unless prior arrangements are made with their direct supervisor.) The exact date of room availability is subject to change, based on bed space availability.
- 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.
- 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 prorated daily balance which applies to their actual period of employment.

**MANDATORY MEETINGS:**

The Resident Assistant must have Tuesday nights from 7:00pm to 10:00pm available for weekly staff meetings during all three quarters of employment. No classes may be scheduled during this time. The RA also must attend and participate in a weekly building area team meeting, as scheduled with fellow members of the building area team. The RA must also attend regularly scheduled meetings with his or her supervisor.

Other meetings occur throughout the year, but the dates and times are determined by each RA and their supervising Assistant Director of Residence Life.

## **RESPONSIBILITIES INCLUDE:**

### *Student and Community Advising Responsibilities*

1. To be a campus resource person in the Warren Residential community.
2. To advise and refer students, within the limits of training and capability, on personal, academic, and social matters.
3. To organize educational, cultural, social, and recreational activities according to the needs of their students, and to contribute to the success of these activities through appropriate participation and leadership.
4. To encourage students to participate in leadership activities and organizations within the Warren Residential Life community, within the College, and within the larger University community as a whole.
5. To protect the rights and welfare of each student.
6. To interpret, explain and, when necessary, to enforce University policies and regulations within the Warren Residential community.

### *Staff Responsibilities*

1. To work in conjunction with the Warren Residential Life Office and/or other agencies in the review of appropriate policies for residential living.
2. To work in conjunction with the Canyon Vista and Earl's Place staff, when appropriate, in matters related to student conduct and University property.
3. To assist campus security officials in matters related to the safety, welfare, and rights of students and protection of University property.
4. To establish a working relationship with the Warren Residential Life Office.
5. To attend all training programs in the Fall, Winter and Spring, and all ongoing in-service and pre-service training programs throughout the academic year as determined by the Associate Dean of Student Affairs/Director of Residence Life staff.
6. To participate in administration of the annual Resident Assistant selection process, during Winter and Spring Quarter, in evaluating future staff.

### *Administrative Responsibilities*

1. To participate in all administrative duties associated with opening and closing the residential facilities. This includes general resident check-in and check-out for the academic year, room inspections, and assistance with additional duties in closing the residential halls during holiday break periods.
2. To maintain essential information (such as telephone numbers of residents or others for emergency purposes, and records of special medical problems) about each resident for whom the Resident Assistant is directly responsible, and to furnish this information to the Associate Dean of Student Affairs/Director of Residence Life staff as requested. (Information on class schedules, activities, interests, etc., may also be helpful.)
3. To provide immediate and accurate reporting or response to requests from the Associate Dean of Student Affairs/Director of Residence Life staff and the other Warren Residential Life Office staff.
4. To assume responsibility for Resident Assistant duty coverage on behalf of the Warren College residential community on designated weeknights and weekends, as assigned throughout the academic year.

5. To be available and visible to students (in the RAs room or floor community) at times other than just specified duty or open door hours.
6. To respond appropriately to crisis situations (such as fire, medical emergency, serious maintenance problems, personal crises), without taking action that would in any way endanger her/himself or others.
7. To be on time with all aspects of the administrative responsibilities.
8. More specific duties and expectations will be discussed during fall training and are subject to change anytime at the discretion of the Director of Residence Life staff.

#### *Residential Life Command Performances*

Each RA will be assigned to a Residential Life Command Performance for the academic year. Command Performances will be assigned at the discretion of the Associate Dean of Student Affairs/Director of Residence Life staff during fall training.

#### *Residential Life Yearlong Committees*

Each RA will be assigned to a Residential Life Yearlong Committee for the academic year. Yearlong committees will be assigned at the discretion of the Associate Dean of Student Affairs/Director of Residence Life staff during fall training.

### **EMPLOYER**

UCSD (Colleges-Business Office)

### **QUALIFICATION**

To be eligible for employment as a Resident Assistant at Earl Warren College, candidates must:

1. Be of at least sophomore standing by the beginning of the Fall for which the RA is applying. In addition, candidate must have attended UCSD for one full academic quarter in order to apply and be a full time registered student at UCSD the quarter prior to hiring (spring quarter).
2. Academic success of 2.50 is a preferred minimum for quarterly and cumulative Grade Point Average in order to apply and at the time of hire. If a candidates quarterly and/or cumulative GPA fall below a 2.50 at any point during the academic year (including summer sessions, prior to, or at the time of hire), the candidacy may be forfeited and if offered a position, the offer may be rescinded. An employee whose quarterly and/or cumulative GPA drops below the university academic minimum will be subjected to conditional employment and/or release of employment at the discretion of the Associate Dean of Student Affairs/Director of Residence Life staff. Quarterly grade checks will be conducted by the Associate Dean of Student Affairs/Director of Residence Life staff after grades have been finalized. If an employee is anticipating a quarterly and/or cumulative grade point average drop, it is the responsibility of the employee to immediately notify the Associate Dean of Student Affairs/Director of Residence Life staff.
3. Be in good standing in accordance with University and Residential Life policies. Student conduct related records will be considered in evaluating all candidates, since Resident Assistant will be called upon to enforce policies, and therefore must be effective role models. Individuals who have received a sanction of probation (or

greater seriousness) will be considered ineligible for selection during the contract period in which the violation occurred. Those denied eligibility for conduct related reasons may be allowed to re-apply in a future contract period, but only at the discretion of the Associate Dean of Student Affairs/Director of Residence Life staff. Resident Assistants who are found to have violated a University policy while under contract may face personnel action or termination as a result. Prior to service, if a candidate is offered a RA position but is later involved in a violation of University policy or conduct related matter, the individual may have their offer rescinded, or may be demoted to alternate status, at the discretion of the Associate Dean of Student Affairs/Director of Residence Life staff.

4. Have a general knowledge of Warren College's general education requirements and Warren College services and staff in order to appropriately refer students.
5. Demonstrate leadership ability, interpersonal skills and an appreciation of student life at UCSD.
6. Due to time conflicts with RA training and Orientation, students hired as a RA for Warren College will not be permitted to serve as an Orientation Leader at any other college.
7. Outside work commitments (this includes volunteer organizations or other student organizations) must be limited to no more than 10 hours per week.

#### *Conditions of Employment*

1. Appointment is for one academic year, contingent on satisfactory performance as evaluated by the Associate Dean of Student Affairs/Director of Residence Life staff.
2. The Resident Assistant must sign and abide by policies outlined in the Terms and Conditions of Employment, Staff Expectations, University Housing Contract and Staff Alcohol Policy Statement.
3. The RA can expect to spend an estimated 19 productive and involved hours per week, although this time can vary depending on the time of the year and the circumstances.
4. Any RA wishing to obtain another job or be involved in other extracurricular activities (such as sports, drama productions, student government, etc.) must have prior written approval from his or her supervisor. All such activities must be arranged so as not to conflict with any RA responsibilities.
5. In accordance with the University of California's Personnel Policies for Staff Members (UCPPSM) section 61, employees serving a probationary period or holding limited, casual/restricted or floater appointments may be released at any time at the discretion of the University. The employee shall be notified of the release in writing.
6. Must pay UCSD Student Services fees each quarter working (including SP'16 to start working 8/20/16).
7. Upon hire, MUST be able to provide proof of eligibility to work in the U.S. Original, unexpired documents REQUIRED. No photocopies accepted. No exceptions.