

Guilford College
Office of Campus Life
Resident Advisor Position Description

Basic Qualifications

1. Rising Sophomore (current First-Year Student), Sophomore or Junior standing.
2. Minimum 2.3 cumulative grade point average.
3. Available to serve the entire year.
4. In good standing with the College.

General Statement

The Resident Advisor is an integral part of the College's Residential Life program and Resident Advisors are committed to the important role of community living in the undergraduate educational experience and the goals of Guilford College.

Since Resident Advisors have extensive contact with Guilford students, they serve as liaisons and resource persons. Resident Advisors promote the integration of all aspects of campus life and assist in establishing an environment in the residence halls and apartments which is supportive of the educational objectives of Guilford. Regulations and policies must be clearly explained to the residents and the Resident Advisor's involvement in their enforcement is required. Clear and regular communication between the Resident Advisor and the Office of Campus Life is critical to the success of our residential life program.

Resident Advisors are best able to develop a rapport with others with a dimension of understanding, recognition of individual differences, and acceptance of all students. To further develop potential effectiveness, the ability to listen is an essential attribute. Consistency, sensitivity, and empathy must be evident in a Resident Advisor's interactions with members of the hall group and the larger Guilford community. The position of Resident Advisor provides an opportunity for service to the Guilford undergraduate and to the purposes of Guilford College.

Specific Responsibilities

A. Advising Responsibilities

1. Advising residents concerning personal, academic, and social concerns.
2. Familiarity with other sources of student assistance, for example, other members of the Campus Life staff, Counseling Services, Health Services, Career Development, academic deans, faculty advisers, Learning Commons, etc.
3. Conferring regularly with your Area Coordinator and other staff in the Office of Campus Life about concerns of individuals and groups of residents for whom you are responsible.
4. Participating in the formulation of policies and programs with the residence hall staff and the Office of Campus Life.
5. Being as available to residents as is reasonably possible, especially in the first few months of the school year. Visibility and presence on the hall are of critical importance.
6. Assisting in the orientation of first year students by participating in New Student Orientation and in orientation sessions for hall groups.

B. Administrative Responsibilities

1. Responsibility for the safety and well-being of the residents. This requires understanding and communicating emergency procedures to residents, as well as referring individuals to Student Health Services, Public Safety, Counseling Services, etc.

2. Assisting residence hall students in maintaining an environment conducive to study and congenial group living. This includes confronting and documenting incidents involving student violations of the conduct code.
3. Assisting residence hall students in maintaining a physical environment, which is free of safety and health hazards.
4. Conducting room condition reports upon each hall group member's arrival and departure.
5. Participating in staff selection during the spring hiring process.
6. Completing necessary surveys, administrative reports, and forms within established deadlines.
7. Sharing with the Area Coordinator, Hall Director and other Resident Advisors the administrative responsibilities for the residence hall:
 - a. General supervision of public and private areas to ensure against theft, unauthorized persons, solicitors, etc.
 - b. Advising the Area Coordinator and staff of the Office of Campus Life regularly of unexplained absences, extended illness of residents, and/or unauthorized residents.
 - c. Explaining College rules and policies and assisting in their enforcement.
 - d. Regularly reporting maintenance problems to Physical Plant. This includes reporting emergency repairs, damages and routine repairs occurring within the residence hall.
 - e. Remaining in your residence hall until the hall officially closes for winter, fall, and spring breaks, and until the halls close in May.
 - f. Hall duty, 9:00 p.m. to 1:00/2:00 a.m. as scheduled (specific duty procedures may vary from weeknights to weekends). This requires the RA to physically walk through residence halls in a timely manner.
 - g. Resident Advisors may be asked to perform specific duties during Family Weekend, Serendipity Weekend, and Spring into Guilford.

C. Programming Responsibilities

1. Plan and implement programs for your residents according to programming requirements and assist the Office of Campus Life staff to create developmental programs which provide students the opportunity to interact with each other effectively and to work toward common goals.

D. Staff Development Responsibilities

1. Attend all fall, winter and spring training sessions.
2. Attend all in-service meetings throughout the year.
3. Attend weekly Staff meetings.
4. Attend individual meetings with the Area Coordinator at a time scheduled by the Area Coordinator.
5. Serve on departmental committees as assigned.
6. Assist in the selection, orientation and training of new Resident Advisors chosen for the following year.

E. Additional Comments

Due to the time demands of the Resident Advisor position, involvement in clubs, athletics, field experience, volunteer opportunities, additional employment, and internships which take the RA away from his/her building for significant time blocks must be approved by the Area Coordinator in consultation with the Associate Dean for Campus Life.

In addition, Resident Advisors are permitted to be off campus for 3 weekends a semester with the prior approval from the Area Coordinator, not to interfere with job requirements and expectations.

Resident Advisors are required to remain on campus until 6pm of the day after the last scheduled winter and spring exams, as well as, be available to assist in residence hall closing and opening for official College vacation periods.

Additional duties may arise throughout the course of the year dependent upon circumstances.