

**University of the West Indies
Cave Hill Campus**

Resident Assistant Job Description & Duties

Job Description

The Resident Assistant (RA) is the live-in person with primary responsibility for his/her Hall community. While RAs are assigned to one hall of residence they have a shared responsibility for all residents and may be required to fulfill duties on another hall, as directed by the Student Services Manager or Halls Administrator. RAs engage in all aspects of the residential living experience with direction from the Student Services Manager and Halls Administrator. They work closely with the Halls Council to foster a healthy living and learning community. RAs serve as a liaison between the University administration and the residents of the hall and help residents to appreciate and comply with University policies and regulations.

Requirements

- Full-time student.
- In good standing with the University.
- Minimum GPA 3.0.
- Interest in student development.

Compensation

- Free On-Campus housing
- Access to professional development

Duties

Community Development

- Create a sense of community among hall residents through inclusive behavior, attitudes and intentional interactions and programs.
- Be available to students to answer questions and assist with any concerns they may have.
- Have at least one contact with each resident within the first two weeks of the semester.
- Engage Hall Council; include Hall Council, where feasible, in planning and execution of activities.
- Help residents become a part of the wider Campus community.
- Help residents develop respect for one another as well as respect for personal and University property and University policies and regulations.

University Resource, Referral

- Serve as the face of the Office of Student Services

- Know campus resources and refer students to appropriate University personnel as needed.

Conflict Resolution and Crisis Response

- Serve as a positive role model.
- Adhere to the University's Principles and Values in *The Code of Principles and Responsibilities for Students* and hold residents to same standards.
- Resolve conflicts among residents.
- Adhere to procedures in *Medical Emergencies: A Pocket Guide*.

Administrative

- Participate in RA meetings, trainings and in-service meetings.
- Write a monthly report.
- Assist with room checks.
- Disburse laundry tokens.
- Complete reports as required.
- Maintain confidentiality of all student information.

Other

- Such other duties as may be assigned by the Student Services Manager.