



Resident Assistant Job Description 2024-2025 Academic Year

The resident assistant is a vital component of the efforts of the Housing Program to serve students and create strong living-learning environments. The position is a premier leadership opportunity at the University of Nebraska Lincoln. It is a great way to build relationships on campus and connect to the greater campus community and building. As an RA you will also find unique experiences that will provide you with skills and experiences that will stay with you for a lifetime.

POSITION RESPONSIBILITIES

The Resident Assistant (RA) position is dynamic, in that it requires a lot of critical thinking and students who are Resident Assistants can count on serving in a variety of different ways. For specific questions you can reach out to any Residence Director or member of the Residence Life team on campus. In general, the RA position is focused in six topics:

Developing Resident Relationships—The RA will build meaningful relationships with individual residents within their floor and hall communities. Throughout the year, the RA will serve as resource gatherers, referral agents, and peer counselors. The RA will employ effective listening skills while getting to know residents beyond the superficial level and helping connect residents within the residence hall communities. Our goal is to help residents learn life management skills, to help them feel a sense of belonging, to have the confidence in their intellectual capacities, to clarify their attitudes and values, and ultimately, to assume responsibility for themselves as adults.

Building Inclusive Communities—The RA will work to create a safe, comfortable, and inclusive environment where residents, guests, and community members can study and have their basic needs met. Furthermore, the RA will be responsible for promoting a sense of belonging by establishing the foundations for a community.

Practicing Ethical Leadership—The RA will represent themselves and the department honestly and ethically. This includes maintaining privacy, respecting information that needs to be kept confidential, reporting information that must be shared to appropriate people, ensuring responsible use of resources, access and equipment, and making ethical decisions around university policies and state/federal laws.

Ensuring Safety and Security—The RA will help to maintain the safety and security of residents and residence hall facilities through fulfilling regular duty assignments as well as through their regular presence in their residence hall community. RAs will enforce University Housing policies fairly and consistently, as well as respond to crises and notify appropriate personnel. RAs will assist in connecting residents with appropriate support.

Completing Administrative Tasks—The RA will assist in the smooth operation of the residence hall, as administrative tasks are important to the overall operation of the hall and connection with students. The RA will complete administrative tasks/responsibilities in a thorough, accurate and timely manner as directed by their supervisor and/or other housing staff.

Active Team Player—The RA will function as a member of a staff team and a department. The RA will be a contributing member of a staff team by respecting and supporting others and working effectively within a group. The RA will be expected to support members of a diverse team that includes other areas of housing as well as campus partners.



POSITION REQUIREMENTS

Residence Life seeks candidates who enjoy working in a community setting and fostering a living-learning community.

Applicants must:

- Be enrolled in a minimum of 12 credit hours at the University of Nebraska Lincoln (9 if you are a graduate student).
- Be progressing successfully as a student, which typically includes having a cumulative and semester GPA of 2.5 or higher. GPAs lower than 2.5 will include ongoing academic support mandated through the department.
- Have obtained 24 credits at a college or university by the end of the semester prior to beginning employment (e.g. by the end of spring semester for a fall position). Credits obtained do not include AP or credits obtained while in high school.
- Before being allowed to begin duties as an RA students will be required to complete and pass a background check.

During your first semester as an RA, you can work additional hours with an on campus (or off campus) entity up to 15 hours a week. To do this, you will need to discuss with your supervisor the commitment and fill out an outside work agreement form. Outside employment must not interfere with RA responsibilities.

COMPENSATION

- RAs will receive a residence hall contract in the building you are hired, at no cost.
- RAs will receive a meal plan of their choice comparable to the non-premium First Year Student Meal plans.
- RAs will receive a stipend of \$600 a semester on a bi-semester payment schedule. RAs that have 3 semesters and beyond of service will receive a stipend of \$800 a semester on a bi-semester payment schedule.

FINANCIAL ASSISTANCE

- Financial assistance agreements may affect financial aid award: The federal government requires the University to monitor all the resources available to a student who receives federal financial aid. If you have applied for or are receiving a Perkins Student Loan, Supplemental Grant, Work-Study job, or a Stafford Loan, those sources of aid may be affected if you become a Senior Resident Assistant. Aid applicants should check with the Financial Aid Office before accepting a Senior Resident Assistant position, or any other part-time job to determine what financial aid adjustment, if any, might be necessary.

TIME COMMITMENT

The nature of the RA position is such that its responsibilities are determined not so much by a time clock or a calendar, but by the needs of residents. Some periods, such as training, opening, and closing will require more time than average, and other responsibilities will arise that cannot always be anticipated and scheduled. Key time commitments include:

- **Duty**—RAs will work approximately one duty night a week and one duty weekend a month. Duty entails staying in the hall between 7pm and 7am on the date you are on duty; being accessible via phone; walking the building to do security checks; and responding to any issue, incident or needs that arise. RAs are also responsible for weekend duty coverage that takes place between 7am-7pm on Saturdays and Sundays. In addition, staff is



expected to share duty responsibilities over break time when the halls remain open (Thanksgiving, Spring Break, Fall Break, Winter Break, MLK weekend, Easter, etc.).

- **Opening, Closing and Breaks**—RAs serve an administrative role in getting the halls ready to open and closing them down for breaks and at the end of the school year. As such, RAs arrive early and depart late at fall opening, or be asked to stay at fall break, Thanksgiving, winter break, spring break, as well as stay later at the end of the year when the buildings close.
- **RA training**—In the fall, mandatory staff training begins approximately two weeks before classes begin and continues through the beginning of the fall semester. The training schedule often goes for the entire day and includes evening responsibilities for prepping the hall. There is a spring training schedule that takes place during the week before classes start. Those dates are shared with you early in the Fall semester to plan accordingly. RA training takes priority over extracurricular activities or other work employment opportunities.
- **Regular meetings**—Meetings include mandatory weekly staff meetings (Wednesdays 7pm to 9pm) and weekly or bi-weekly one-on-one meetings with hall supervisors.
- **Nights Away**—RAs are allowed 15 nights a semester where they do not have to return to the building.