

Resident Assistant Position Description North Dakota Governor's Schools

Resident assistants support the mission of the North Dakota Governor's Schools (NDGS) by facilitating a positive living and learning community in the residence halls.

The resident assistant (RA) position is considered to be approximately a 40-hour-per-week position and is comprised of both "active" time (approximately 30 hours) and "available" time (approximately 10 hours). Active time involves, but is not limited to, the following:

- working directly with scholars
- community development activities
- event planning and implementation
- office hours/mail duty
- staff meetings
- on-going training and staff development
- meetings with Hall Director
- duty rounds

The remainder of the time is considered to be more informal "available" time. It includes time spent living in the hall studying or doing personal business while still being available to respond to the needs of scholars as well as making personal rounds through the floor.

PRIMARY ROLES:

1. Demonstrate positive leadership in the residence halls and as a member of the NDGS community.

RAs are visible leaders both in the halls and on campus. The ability of RAs to carry out their responsibilities is dependent upon personal character and credibility demonstrated in the RA role. It is important that RAs recognize the impact of their personal behavior and choices on their effectiveness in their RA role.

Resident Assistants will:

- A. Be a positive role model in all endeavors by exercising good judgment and demonstrating integrity in decisions.
- B. Demonstrate sensitivity and promote a climate that values diversity and inclusiveness.
- C. Abide by Federal and State laws and the policies outlined in the NDSU Rights and Responsibilities: A Student Code of Behavior.
- D. Conduct themselves in a manner that positively represents NDGS, NDSU, and themselves.
- E. Participate in team and in-hall assignments.

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2. Assess and respond to the needs of the scholars.

RAs serve as a primary resource and source of support for scholars. In order to maximize the effectiveness in this area, RAs need to invest time, energy and care in the scholars of their communities.

Resident Assistants will:

- A. Become acquainted with each scholar in the community.
- B. Demonstrate care and concern for the well being of scholars and initiate contact with scholars.
- C. Regularly document knowledge of and interaction with scholars.
- D. Utilize appropriate methods to assess the needs of the community and individual scholar.
- E. Be available and accessible to scholars.
- F. Become familiar and knowledgeable of available services, resources and personnel on the NDGS staff.
- G. Be responsive to scholars' questions and needs and refer appropriately.
- H. Read and post all NDGS-approved information.
- I. Ensure confidentiality of personal and written communication with scholars and other staff.

3. Promote the growth and development of scholars and facilitate their connection to the residence hall and campus community.

The RA is instrumental in promoting the residence halls as learning communities as well as contributing to a sense of belonging. Developing experiences where scholars can interact and learn outside the classroom has been shown to increase student satisfaction with the living environment.

Resident Assistants will:

- A. Maintain an open and accepting attitude toward all scholars and challenge scholars to do the same.
- B. Initiate, participate in, and take scholars to both formal programs and informal activities that offer an opportunity for scholars to learn and contribute to their sense of belonging.
- C. Refer scholars to appropriate resources for academic and personal success.
- D. Be an active participant in hall activities.
- E. Participate in meals at the dining center with scholars.
- F. Design and create billboards and door decorations in accordance to guidelines set forth by the hall director and NDGS director.

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4. Develop and maintain a hall environment which is conducive to personal well-being and success.

RAs work to create a safe, inclusive, and comfortable environment where scholars can study and have their basic living needs met.

Resident Assistants will:

- A. Accept responsibility for duty on both weeknights and weekend nights.
- B. Conduct regular meetings with scholars to discuss policies, issues, and group concerns.
- C. Enlist the help of all scholars in establishing and maintaining quiet hours and other conditions to achieve a responsible learning community.
- D. Encourage mutual responsibility for scholars' safety, including adherence to university and residence hall safety and security policies.
- E. Be knowledgeable about residence hall emergency procedures and respond to emergencies.
- F. Assist scholars in negotiating and resolving conflict.
- G. Communicate with custodians about problems concerning cleanliness and maintenance in the hall.

5. Ensure adherence to community standards in order to help maximize scholars' academic and personal success.

The RA is expected to acquaint scholars with their responsibility to each other and the residence hall community. In addition, the RA will enforce NDGS and/or NDSU policies to ensure equal opportunities for scholars to mature and succeed academically and personally.

Resident Assistants will:

- A. Understand NDGS policies and be able to explain rationale to scholars.
- B. Hold scholars accountable to all NDGS and NDSU policies in a fair and objective manner and emphasize their community responsibilities.
- C. Work with scholars to develop roommate/suitemate success plans.
- D. Address and document all policy violations.
- E. Maintain confidentiality.

6. Attend to administrative responsibilities.

It is important that RAs understand their administrative responsibilities and carry them out in a thorough and timely fashion.

Resident Assistants will:

- A. Complete all paperwork promptly and accurately.
- B. Be available at the beginning and end of the NDGS for the opening and closing of the residence halls.
- C. Check email daily and respond in a timely manner.