

RESIDENT ADVISER
POSITION DESCRIPTION AND RESPONSIBILITIES

VANDERBILT UNIVERSITY
OFFICE OF HOUSING AND RESIDENTIAL EDUCATION

The Resident Adviser (RA) is a paraprofessional student staff member for the Office of Housing and Residential Education. The RA assumes responsibility for fostering an environment that supports the academic and personal development of students. The RA works closely with the Residence Life Coordinator (RLC) and Head Residents (HR) in order to maintain a level of consistency between the area and department of Residence Life in regards to community standards. The position requires dedication, flexibility, commitment and enthusiasm as the staff will actively respond to the changing needs of the residential community.

MINIMUM QUALIFICATIONS

- Have at least 2 semesters of college or university residential living experience.
- Maintain a semester and cumulative GPA of 2.5.
- Be available for a full academic year (fall and spring semesters), unless otherwise agreed upon with the Senior Director of Residence Life.
- Be a student in good standing at Vanderbilt University.

REQUIREMENTS

- An RA must be a full-time student carrying a minimum course load (12 credit hours if enrolled in an undergraduate program and 9 credit hours if in a graduate or professional program). All exceptions must be approved by the Senior Director of Residence Life.
- In the case of additional employment an RA must inform the Senior Director of Residence Life. The additional employment may not exceed 5 hours per week.
- Due to opening and closing responsibilities, RAs are typically not granted leave the first two weeks of a semester or the last two weeks of a semester. Staffing patterns may dictate approval of requests.
- An RA must complete and attend all training activities held in the spring prior to their actual employment and approximately one week before the beginning of fall and spring semesters. Staff should anticipate a full schedule during training sessions and not make any additional plans during this time.
- An RA is expected to uphold and abide by University policy.

RESPONSIBILITIES

Time Commitment

- The principle non-academic activity of an RA is his/her position on staff.
- Extracurricular activities and additional employment are not to conflict with the time needed to be accessible to the students and staff of his/her area.
- The time commitment for the RA position averages 15 hours per week.
- In order to ensure visibility and availability to the residents of the community, RAs are required to sleep in their room Sunday-Thursday. RAs are also expected to be available for emergency situations. Exceptions will be made during approved time away and during weekends which an RA is not on duty.
- Duty hours are from 8 p.m.- 8 a.m. in each area. During duty, an RA must be in his/her respective area during the assigned duty time. Desk and round responsibilities associated with duty may vary by residential area.
- RAs are typically scheduled for duty 2 to 4 days per week. These days may be a mixture of weekend and week days and will vary in combination and frequency by residential area and staffing needs.

Peer Advising

- Develops and maintains positive interpersonal relationships with students in the RA's assigned residential area.
- Fosters a strong sense of community among residents.
- Advises and counsels residents with personal and academic issues (within the scope of his/her training).
- Mediates conflicts between roommates and communities.
- Serves as a referral agent to appropriate University and community resources.
- Responds to resident and campus crises and notifies appropriate professional staff members.

Programming

- Emphasizes a community atmosphere that promotes a balance between academic and residential experiences through a diverse programming model.
- Supports residents in assessing academic and extracurricular interests.
- Implements programs consistent with these interests, as according to the programming model established by the RLC, AD and Faculty Head of House (FHOH).
- Coordinates programs with the FHOH and other faculty and staff members on campus.
- Creates bulletin boards, door decorations and other appropriate postings used for advertisement.
- Supports fellow team members and supervisors by attending programs, assisting with assignments, posting flyers and collaborating when appropriate.
- Assists the RLC, FHOH and HR in large area program initiatives.
- Participates and supports larger University programs such as Family Weekend and Homecoming.
- Encourages residents to attend OHARE and University sponsored programs.
- Encourages residents to seek involvement in Vanderbilt Student Government and other student groups.

Facilitating Responsible Student Behavior

- Informs residents of responsible behavior in accordance with University policy.
- Upholds, enforces and supports all rules and regulations of the University and objectively documents all policy violations.
- Follows up in a timely manner with the RLC regarding incidents of student misconduct and welfare.
- Encourages individual responsibility and respect for others through role modeling, community building, and education.
- Educates residents about safety and security issues related to living on campus.

Administrating

- Communicates student concerns to the HR and RLC.
- Attends and participates in all preliminary and ongoing training activities.
- Disseminates and posts appropriate University, departmental and area notices.
- Facilitates floor and area meetings, as needed, to convey information and to respond to incidents.
- Attends weekly staff meetings and bi-weekly individual meetings with the RLC and HR.
- Works closely and meets with his/her HR to discuss hall issues and to plan area programs.
- Participates in opening and closing of residence halls by arriving prior to student's arrival and leaving after student's departure from the residential facilities. RAs should be available through finals to ensure adequate coverage for end-of-year closing.
- Accepts other area and departmental duties as assigned.
- Accepts other collateral assignments as assigned by the RLC.

REMUNERATION

- Residence Life Meal Package
- Private residence hall room
- Opportunities for additional monetary compensation during designated break periods.