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 Area Coordinator (AC) and Head Residents (HR) in order to maintain a level of consistency between the area and department of Residential Education 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 their Associate Director of Residential Education.
- Be a student in good academic and Student Conduct standing at Vanderbilt University (as defined in the Terms of Employment).

**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 their Associate Director of Residential Education.
- Any additional employment, including internships (paid and unpaid), must be approved through the Associate Director responsible for personnel for Residential Education.
- 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.
- An RA must complete and attend all training activities held in the spring prior to their actual employment and 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 must not 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.
- RAs must ensure visibility and availability to residents of the community. RAs are to make leave requests through their AC according to departmental and AC expectations.
- During duty hours an RA must be in his/her respective area. Duty hours are Monday through Sunday 8:00pm through 8:00am the following day.
- 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 requirements.
Peer Mentoring
- Develops and maintains positive interpersonal relationships with students in the RA’s assigned residential area.
- Fosters a strong sense of community among residents.
- Advises, counsels, and reports 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 social 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 AC and Faculty Head of House (FHOH).
- 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 AC, FHOH and HR in large area program initiatives.
- Participates and supports larger University programs.
- Encourages residents to attend OHARE and University sponsored programs.
- Places and evaluates programs in Think Tank.

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 apparent policy violations.
- Is fair, consistent and equitable in responding to the behavioral concerns of staff and residents and monitoring community expectations.
- Follows up in a timely manner with the AC 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.

Administration
- Communicates student concerns to the HR and AC.
- Attends and participates in all 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 monthly individual meetings with the AC 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 commencement adequate coverage for end-of-year closing.
- Accepts other area and departmental duties as assigned.
- Accepts other collateral assignments as assigned by the AC.

REMUNERATION
- Single residence hall room
- $2000 Monetary Compensation (Paid monthly at $250 a month)
- The first paycheck will be received on the last day of September and the last paycheck will be received on the last day of April during each academic year.