Resident Assistant Position Description
The University of Kansas • Student Housing

**General:** The Resident Assistant (RA) holds an academic year, live-in position with Student Housing and reports to an Assistant Complex Director. The RA serves as primary facilitator for developing community in a specified area by performing administrative, programming, and paraprofessional advising functions for the 25-90 residents with whom they live.

**Required Qualifications:** At least one year of residential group living experience and 30 or more credit hours by time of employment. Must be a full-time student with enrollment in no more than 18 undergraduate hours, or no more than 9 graduate hours per semester. RAs must maintain a minimum 2.5 KU cumulative GPA and be in good standing with the University and Student Housing for the duration of their employment.

**Preferred Qualifications:**
- Demonstrated commitment to personal integrity (such as modeling good judgment, ethical behavior, and adherence to laws and policies)
- Interpersonal communication skills
- Ability to be available and present within the complex
- Willingness to learn
- An understanding of and appreciation for diversity (including the ability to demonstrate responsibility and respect for others’ rights, feelings, diverse backgrounds, and property)

**Major Job Responsibilities** include, but are not limited to, the following:
- Cultivate relationships with residents in the community through regular interaction and communication of appropriate information.
- Foster social responsibility by demonstrating ethical conduct, encouraging responsible behavior in others, and enforcing University and Department regulations and policies.
- Implement community building opportunities and academic success interventions consistent with departmental requirements and learning outcomes.
- Respond to student issues, conflict concerns, and crisis situations.
- Participate in duty coverage as the complex first-responder. This includes completing duty rounds and responding to issues as they arise.
- Participate in 6 hours of weekly administrative duties (i.e. working at the Service Desk or Academic Resource Center).
- Maintain regular communication with supervisor and other department personnel.
- Participate in regular staff meetings, meetings with supervisor, ongoing departmental training and annual performance evaluation processes.
- Collaborate with and support other Student Housing and Student Affairs units, including hall openings/closings, room changes, and other initiatives.
- Serve as a representative of Student Housing, Student Affairs, and the university at all times. Demonstrate a commitment to personal integrity which includes: modeling good judgment, ethical behavior, and adherence to laws and policies.
- Other duties as assigned.
Commitment: The job incumbent understands that the RA position cannot easily be translated into hours worked per day or week because of the unique nature of the job. The RA position requires regularly scheduled responsibilities, meetings, and times at which resident assistants must be available to floor residents and Student Housing staff. It is expected that staff treat this position as a priority ahead of other campus involvement. The RA position does not typically allow for involvement with practica, internships, or regular student teaching. No other employment or excessive extracurricular commitment is possible while the living units are open.

Compensation: Room provided when the assigned hall is open. Meal plan provided during training and when dining halls are open. $40.00 paid biweekly for first-year staff.

Term of Appointment: Residence Halls: No earlier than August 5, 2013 for staff development and training, through May 18, 2014 – or the end of the academic year. Fall training/opening is an intensive two week experience in early August. Additional commitments are not possible during the fall training/opening period. Jayhawker Towers: No earlier than June 1st, 2013 for staff development and training, through May 31, 2014. Summer training is an intensive experience in early June. Additional commitments are not possible during the training or opening periods. All Positions: Vacation and duty schedules are assigned by the Complex Director (CD) in cooperation with all staff according to the needs of the complex.

How to apply: Applications are available online at housing.ku.edu under “Employment.” Application review will begin January 28, 2013