



RA/CA Position Description

Duties & Responsibilities

Office of Student & Residence Life

Qualifications

1. Applicants must be full-time, undergraduate students at Drury University
2. Applicants must have a minimum cumulative grade point average (GPA) of 3.00 and be in good academic and judicial standing
3. Applicants must be living, or have lived, in a Drury residence hall for a minimum of one semester
4. Applicants must demonstrate:
 - Sensitivity and concern for others as individuals
 - Involvement in other student organizations and/or community involvement
 - A high level of energy, enthusiasm, and stamina
 - Excellent communication skills, both oral and written
 - Emotional maturity and sound judgment necessary to cope with day-to-day decisions involved in maintaining community
 - Commitment to and support of the ideals of Drury University and its community
5. Applicants must submit a completed Application Form and meet all requirements of the RACA Selection Process as outlined on the selection process calendar and checklist

Responsibilities

Thank you for your interest in the Resident Assistant/Community Assistant position! We consider RA/CAs to be among the most important student leaders on campus. Living in a residential community provides students with an outside-the-classroom learning experience that complements their academic requirements and helps adjust individuals accept the responsibility of being an active and engaged adult. The role of the RA/CA is to help create and foster an environment conducive to learning, mutual respect, social engagement, and responsibility through formal planning, programming, and informal, daily interaction with residents. As a campus leader and role model, the RA/CA position provides students the opportunity to develop their leadership and social skills, observe and correct undesirable behavior, enhance decision making and problem solving skills, and to assist students in orientating to college life and all the emotional, academic, and social adjustments that follow. The specific responsibilities of the RA/CA are:

Programming & Community Development

- Establish a credible and visible presence on campus
- Develop and enforce standards for community behavior that encourage mutual respect and self-governance
- Plan and conduct meetings that communicate community standards and expectations
- Utilize Suitemate/Roommate Agreements to mitigate conflict
- Create and display door/residence decorations
- Arrive early and leave late for all school breaks
- Support and enforce all departmental and university policies
- Plan, create, and evaluate social, cultural, academic, and educational programs
- Create and display informational bulletin boards
- Actively promote campus events and programs



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Resident Relations

- Develop and maintain on-going relationships with residents
- Demonstrate respect for the dignity of all individuals
- Serve as a referral agent to appropriate university and community resources including Counseling Services, Health Center, Dean's Office, etc
- Identify, approach, and resolve conflicts and behavioral problems
- Provide peer counseling

Administration

- RAs assume duty responsibilities approximately one night per week and one weekend per month typically 7:00pm to 1:00am as scheduled
- CAs assume duty responsibilities approximately two nights per week and one weekend per month typically 5:00pm to 12:00am as scheduled
- Conduct regular rounds of building once per hour when on duty and periodic rounds when not on duty
- Be present and visible throughout the residence hall during all times
- Document and confront, when necessary, inappropriate behavior
- Maintain necessary communication in all matters with Residence Hall Director and/or Director of Student Life
- Respond to emergencies and fire/storm alarms
- Attend and participate in weekly staff meetings and periodic meetings with Residence Hall Director
- Assist with the formal procedures for opening and closing the residence halls for each semester and all school breaks, including Health & Safety room checks, housing check outs, and the filing of work orders
- Perform administrative duties such as investigating and reporting damage or non-working equipment in the hall

Staff Support & Development

- Actively engage in all staff events, including: training, selection process, programs, meetings, and social events
- When possible, confront individuals directly when problems arise and seek reconciliation
- Report staff issues and/or conflicts to the Residence Hall Directors
- Develop and maintain a positive working relationship with the Student Affairs' staff
- Communicate professionally with other staff, including Security, Facilities, and Custodial staff
- Complete additional tasks and assignments given to you by your Residence Hall Director
- Actively develop professional skills and abilities

Professional Behavior

- Function as a positive role model at all times by setting an example for students in terms of conduct, appearance, and manner; including activities both on and off campus
- Maintain a minimum 3.00 GPA each semester and cumulative
- Maintain at least 12 credit hours and no more than 18 credit hours each semester (without express written consent from the Director of Student Life)
- Give RA/CA responsibilities priority over all other extracurricular activities
- Limit other employment to 10 hours per week (without written consent from the Director of Student Life)
- Adhere to all federal, state, and applicable laws; as well to all University policies
- Adhere to the student staff Alcohol Policy



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Time Commitment and Training

- All RA/CA appointments are made for a full academic year unless otherwise agreed upon in the RACA contract as long as all requirements of the contract are met
- Fall Training – begins approximately two weeks prior to Freshman Move-In Day; Approximately 8-10 hours per day
- Due to the demands of Fall Training, RACAs are not able to participate in conflicting August summer school (typically Session II) classes or be an Orientation Leader
- Spring Training – begins the Friday night before the start of classes. Approximately 4-6 hours per day.
- Attendance and participation in various Residence Life events such as Orientation, Halloween in the Halls, Discover Drury and special admission days
- Time commitment while school is in session – approximately 20 hours per week (including meetings, duty, programming, events PLUS informal resident interaction for RAs and approximately 10 hours per week for CAs

Compensation

- Remuneration for the RA position is in the form of a room & board (120 Block) stipend; remuneration for the CA position is a stipend equivalent to the charge for a College Park 4-person apartment (there is no meal plan compensation for the CA position)
- Each stipend is applied to the student's university account at the beginning of each semester of employment
- When available, RAs also receive a single room (Wallace & Smith) at no additional charge. In the event that the housing enrollment necessitates, an RA may be placed with a roommate on a temporary basis until another space becomes available
- Compensation is prorated should an RA/CA leave the position for any reason prior to its fulfillment
- All RA/CA appointments are made for the upcoming full academic year only and does not create any obligation for the University to rehire the application in any subsequent years
- RA/CA stipend *may* affect other financial aid since it counts towards your total award package. Please check with the financial aid office.