Resident Assistant Job Description

General Description
The Resident Assistant (RA) is a paraprofessional staff member who lives on an assigned floor in the Meredith Willson Residence Hall and serves as a role model, peer counselor, resources and referral person, advocate, policy enforcer, programmer and leader for residents on the assigned floor. The RA assists with daily emergency coverage rotation. The RA also plans and implements social and educational programs. The primary goal of the RA position is the development of an environment conducive to the academic, artistic and personal growth of residential students. The RA reports to the Assistant Director of Residence Life.

Availability
A Resident Assistant is a live-in staff member at The Juilliard School and is expected to remain in the hall and maintain regular contact with residents. While on-duty, RAs are required to be available to respond to emergency situations that may arise and remain in the residence hall. A staff member who is not on duty and who plans to leave the hall for more than a 72-hour period must receive approval from Office of Residence Life staff. While on duty, you are expected to maintain a presence inside residence hall from 9pm-9am.

Important Dates: RAs must hold the following dates and times periods in order to fulfill their contract. These dates are subject to change and staff must get approval from their direct supervisor prior to making any travel plans.

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Description</th>
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<tbody>
<tr>
<td>Wednesday, August 9, 2023</td>
<td>Fall RA Move In</td>
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<tr>
<td>Thursday, August 10 – Thursday, August 17, 2023</td>
<td>Fall RA Training</td>
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<td>Friday, August 18, 2023 – Sunday, August 27, 2023</td>
<td>Student Move-In and Orientation</td>
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<td>Tuesday, December 19, 2023 at 8:00 pm</td>
<td>Winter closing</td>
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<td>Thursday, January 11, 2024</td>
<td>Spring RA Return date</td>
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<td>Friday, January 12 – Saturday, January 13, 2024</td>
<td>Spring RA Training date</td>
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<tr>
<td>Sunday, January 14, 2024</td>
<td>Residence Hall closes</td>
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<tr>
<td>Saturday, May 25, 2024 at 12:00pm</td>
<td>Spring Closing Date</td>
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| Sunday, May 26, 2024, dismissed of duties as of 12:00pm | RAs dismissed. RAs must vacate by 5 pm.

*RAs who do not have duty commitments during break are permitted to leave for break on Wednesday, December 20, 2023 at 12pm. All dates are subject to change.

Employment Period
The employment period is one academic year, from early August to late May. Staff members are expected to participate in all training and in-hall sessions. RAs can expect an average workload of 20 hours per week in the residence hall. Some weeks will require additional assistance that include but is not limited to Resident Assistant training and residence hall opening and closing.

Qualifications
- RAs must be enrolled as full-time student.
- RAs must be in good academic and disciplinary standing with the School and the Residence Hall.
- RAs must display a commitment to community as a model of good character, judgement, flexibility, accountability, reliability, responsibility, involvement, and student life.

Remuneration
- RAs are compensated with a single room within the residence hall, to be used as their primary residence.
- A residential dining plan consisting of either 19 meals per week plus $50 declining balance dollars, or 170 block plan including $550 declining balance dollars.

Updated: January 2022
Termination
  o RAs are subject to disciplinary proceedings and/or termination if they do not meet all positional expectations integrated within the role.

Administrative
  o Participate in weekly two-hour staff meetings that occur every Wednesday at 9 PM.
  o Participate in one-on-one meetings with supervisor and provide regular e-mail updates regarding situations in the residence hall with the Graduate Hall Director, Associate Director of Residence Life, and/or Director of Residence Life.
  o Respond to any communication from the Office of Residence Life Staff within 24 hours.
  o Serve as an advocate for and a representative of floor residents by communicating concerns to Graduate Hall Director and Associate Director of Residence Life.
  o Understand the needs, goals and objectives and act as a liaison between the Office of Residence Life and residential students.
  o Participate in on-going training and staff development sessions throughout the year.
  o Complete all room condition reports, punch lists, roommate and suitemate agreements.
  o Identify facilities in need of repair or attention and complete work orders as needed.
  o Promote a safe and clean environment by facilitating health and safety inspections and coordinating weekly cleaning schedules.
  o Assist with the facilitation of fire drills each semester.
  o Assist with any lock-outs, update appropriate logs, and ensure appropriate usage of master keys.
  o Participate in all training and development opportunities as required by The Office of Residence Life. RAs are responsible for making arrangements with fall/spring/summer classes, summer jobs, and vacation plans to participate in all training and development activities.
  o Upload all programming-related materials, including but not limited to receipt photos, event photos, and evaluation forms.
  o Practice financially responsible practices and remain within the allocated budget. All departmental purchases must be approved by their supervisor.
  o Perform furniture and key audits, as needed.
  o Participate in other School and building activities as assigned.

Community Development
  o Work with residents to create a living and learning environment that promotes academic, artistic, personal, and community development.
  o Promote a culture of diversity, equity, inclusion, and belong.
  o Responsible for maintaining bulletin boards in their respective areas and communal areas, as directed.
  o Create door and hall decorations and appropriate signage for their respective area.
  o Conduct community meetings for their area at the beginning and end of each semester to ensure that policies and procedures are communicated to residents.
  o Host and document intentional conversations (Penguin Chats) with all residents each month.
  o Provide opportunities for meaningful interactions for residents.
  o Host small and large-scale events utilizing the Juilliard Thrives programming model.
  o Support the assessment of program effectiveness and learning outcomes by submitting program proposals and evaluations.
  o Assist residents in academic, social, and personal matters through resource referral.
  o Act as a role model and be a positive representative of The Juilliard School.
Crisis Response & Policy Enforcement

- Learn, adhere to, and enforce the rules, regulations, and policies and procedures of the Office of Residence Life and The Juilliard School as outlined in the Student Code of Conduct and Residence Hall Handbook.
- Serve in an on-duty rotation to respond to behavioral, crisis and emergency situations and refer incidents to staff.
- While on-duty, RAs must check in with Tier 1 staff from the RA duty phone at the start of shift, perform rounds, and complete duty log by 9 AM the following day.
- When on-duty, RAs must work from the Office of Residence Life desk from 9 PM-12 AM.
- Document and communicate incidents no later than 9:00 AM the following day.
- Inform the Office of Residence Life Staff of any student situations or concerns that may require additional follow-up.
- Perform wellness checks and follow up with residents within a timely manner.
- Perform conflict resolution meetings with residents, as needed.
- Serve as a Campus Safety Authority (CSA) for any incidents that occur and serve as a mandated reporter for Title IX, bias, and security incidents.
- Maintain appropriate confidentiality.
- Write timely, clear, and concise, but thorough online incident reports to document student conduct.
- Participate in an on-duty rotation that requires you to be inside the Residence Hall during evenings, weekends, breaks and holidays including (but not limited to) Thanksgiving Recess, Winter Recess, and Midterm Recess. Travel plans and time-away must be communicated and approved by the Office of Residence Life Staff. In the event of a School closure, Resident Assistants are still required to perform on-duty responsibilities.

Application, Selection, and Appointment Process

Successful candidates must be able to perform all duties and responsibilities of the Resident Assistant job description and meet the minimum requirements outlined above. Candidates must participate and complete all parts of the interview and selection process to be considered. RAs will be assigned to a specific room within a community of the residence hall. Once hired, RAs may re-apply for subsequent years of service, however reappointment is not guaranteed. Non-academic commitments is not permitted to conflict with the responsibilities of the RA role. The RA job may include other duties as assigned for the specified time period, as deemed necessary an appropriate by the Office of Residence Life.