

Juilliard

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.

Primary Responsibilities

- **Administrative**
 - Participate in weekly staff meetings on Wednesday nights at 8:00PM – 9:00PM.
 - Participate in bi-weekly one-on-one meetings with supervisor and provide regular e-mail updates regarding situations in the hall with the Graduate Hall Director, Assistant Director of Residence Life, and/or Assistant Dean of Residence Life as needed.
 - Respond to any communication from the Graduate Hall Director, Assistant Director of Residence Life, or Assistant Dean of Residence Life within 24 hours.
 - Serve as an advocate for and a representative of floor residents by communicating concerns to Graduate Hall Director and Assistant Director of Residence Life.
 - Understand the needs, goals and objectives and act as a liaison between the Office of Residence Life and residential students.
 - Participate in on-going training and staff development sessions throughout the year.
 - Assist with the completion of roommate and suitemate agreements.
 - Assist in identifying facilities in need of repair or attention.
 - Promote a safe and sanitary living environment by facilitating health and safety inspections and assisting in the coordination of weekly cleaning schedules.
 - Assist with the facilitation of fire drills each semester.
 - Assist in the preparation of hall for opening, closing and transition which requires you to arrive back from summer and winter break early, live late for winter and summer break.
 - Participate in other School and building activities as assigned.
- **Community Development**
 - Work with residents to create a living and learning environment that promotes academic, artistic, personal, and community development through activities such as floor meetings, programs and intentional one on one conversations.
 - Manage monthly Bulletin Boards, Semester Duty / On-Call Board, Floor Decorations (Creating during Fall Training & Winter Training), and Door Decorations (Creating during Fall Training & Winter Training).
 - Provide opportunities for meaningful interactions for residents.
 - Implement Juilliard Thrives Wellbeing Programs and Events.
 - Assist residents in academic, social and personal matters through resource referral.
 - Provide guidance and support and role model appropriate behaviors as a responsible community member.
 - Seek guidance and support from Graduate Hall Director, Assistant Director of Residence Life, and Assistant Dean of Residence Life.
 - Support the assessment of program effectiveness and learning outcomes by submitting program proposals and evaluations.
- **Crisis Response & Policy Enforcement**
 - Know, communicate, enforce and abide by existing School and Residence Hall policies and procedures.
 - Serve as a role model and be in good disciplinary standing with the school and the Residence Hall.
 - Know School resources and make appropriate referrals.
 - Keep Graduate Hall Director and Assistant Director of Residence Life informed about all problems and concerns on floor.
 - Administer emergency well-being checks with residents upon request.
 - Understand the difference between confidentiality vs. privacy as it pertains to issues of Title IX.
 - Serve as a mandated reporter.
 - Maintain appropriate confidentiality while working in coordination with School staff.
 - Write timely, clear, and concise, but thorough online incident reports to document student conduct.
 - Participate in on-duty rotational coverage that requires you to be inside the Residence Hall during scheduled evenings, weekends, **breaks** and **holidays including:**

- **Thanksgiving Break 2022**
- **Winter Break 2022**
- **Spring Break 2023**
- **2022-2023 Important Dates:**
 - **New and Returning Staff Meet & Greet:** May 2022
 - **RA Move-In Day:** 10:00PM Early August 2022
 - **Fall Training:** Seven Days in August 2022
 - **Fall Move-In Day:** End of August 2022
 - **Winter Hall Closing:** Middle of December 2022
 - **RAs Departure:** Saturday after Fall 2022 Semester Concludes in December
 - **RAs Return for Winter Training:** by 5:00PM early January 2023
 - **Winter RA Training:** Three days in the beginning of January 2023
 - **Group Process Day:** Early March 2023
 - **Summer Hall Closing:** End of May 2023
 - **RAs Departure:** Sunday after Graduation 2023

Required Time Commitments

- **Availability:** RAs are expected to be sufficiently available in the hall to respond to emergency situations that may arise and to maintain regular contact with residents. **A staff member who is not on duty and who plans to leave the hall for more than a 48 hour period must notify and/or obtain permission from hall supervisor. While on duty you are expected to be 100% available inside the Residence Hall from 9pm-9am.**
- **Employment Period:** The standard employment period for the RA position is one academic year, **from August (about 9 days prior to Juilliard Residence Hall opening) and May (the day following commencement).** Staff members are expected to report for training sessions prior to residence hall check-ins for both fall and spring semesters. The period of employment is contingent upon the successful completion of tasks, assignments, and responsibilities and positive performance evaluations by the Graduate Hall Director and Assistant Director of Residence Life. Upon successful completion of the standard employment period, the RA may be considered to serve for an additional period. **The RA position is a full-academic year position.**
- **Work Load:** RAs can expect on **average 20 hours per week** in the residence hall. However, some weeks (particularly Hall Opening and Hall Closing) will require additional hours. These hours will be used in **programming, staff meetings, one-on-one meetings, interactions with residents, and duty.** Please note that the residence hall work environment does encounter peak times (e.g., Hall Opening, Hall Closing, and Transition / Break Periods).
- **Holidays, Breaks and Vacation Periods:** RAs are required to serve on duty for a portion of **Thanksgiving** and/or **Spring Break.** **Optional:** Winter Break - RAs are paid a daily rate to serve on duty.
- **Meetings:** RAs can expect to attend hall staff meetings each **Wednesday evening from 8:00PM – 9:00PM.** As well, regularly scheduled one-on-one meetings with the Graduate Hall Director or Assistant Director of Residence Life will be scheduled. These meetings are part of the **20 hour weekly commitment.**

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 and full board plan.
- A very rewarding opportunity where you get to greatly impact the Juilliard experience for many students. You work with students through their worst and celebrate with them at their best. You have the chance to be unforgettable.

Important Note

- RAs are subject to disciplinary proceedings and/or termination if they do not meet all positional expectations integrated within the role.