

Juilliard

Resident Assistant

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 8:15PM – 9:45PM.
- Participate in bi-weekly one-on-one meetings with the Assistant Director/Director and provide regular email updates regarding situations in the hall with the professional staff members of the Office of Residence Life.
- Respond to any communication from the Assistant Director of Residence Life, Director of Residence Life, or Graduate Assistant for Residence Life within 24 hours.
- Serve as an advocate for and a representative of floor residents by communicating concerns to supervisor.
- 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 including:
 - Spring Training
 - Fall Training and New Student Move-in
 - Winter Training
- Assist with the completion of roommate agreements
- Assist in identifying facilities in need of repair or attention
- Promote a safe and sanitary living environment by facilitating monthly health and safety inspections and assisting in the coordination of cleaning schedules
- Assist with the facilitation of fire drills each semester
- Participate in other School and building activities as assigned
- Assist in the preparation of hall for opening, closing and transition, requiring you to arrive back from summer and winter breaks early (includes winter closing and spring closing).

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.
- Provide opportunities for meaningful interactions for residents.
- Implement five social and educational programs a semester including:
 - One Foundations program
 - One All-hall program
 - Three floor programs
- 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.
- Support the assessment of program effectiveness and learning outcomes by submitting program proposals (2 weeks before) and evaluations (48 hours after).

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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 referrals to students as appropriate.
- Keep supervisor informed about all problems and concerns in residence hall and while on duty.
- Administer emergency well-being checks for residents upon request.
- Articulate the differences between confidentiality vs. privacy as it pertains to issues of Title IX.
- Maintain appropriate confidentiality while working in coordination with School staff.
- Write timely, clear, and concise, but thorough online incident reports when appropriate to document incidents occurring in the residence hall.
- Participate in the RA duty rotation, serving on call approximately 6 weekdays (Sunday-Thursday) per semester and 5 weekends (Friday and Saturday) per semester from 9pm until 9am the following morning.
- Utilize the protocol matrix and on-call staff manual to report incidents to the professional staff member on call as needed.
- Participate in on-duty rotational coverage during scheduled evenings, weekends, breaks, and holidays, including Thanksgiving Break and Spring Break.

Time Commitment

- **Availability:** Resident Assistants are expected to be sufficiently available in the hall to respond to emergency situations that may arise. 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 the Assistant Director. While on duty you are expected to be inside the building and completely available to respond to incidents as necessary.
- **Employment Period:** The standard employment period for the Resident Assistant position is one academic year, from August (two weeks prior to the Residence Hall opening) to May (the day after 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 Assistant Director of Residence Life. Upon successful completion of the standard employment period, the Resident Assistant may be considered to serve for an additional period. The Resident Assistant position is a full-academic year position.
- **Work Load:** Resident Assistant can expect to spend roughly 20 hours per week on work related to the residence hall and the role. These hours may be spent working with programming, facilities and operations assignments, staff meetings, one on one meetings, office hours, and duty. Please note that this is not an exhaustive list of all duties and responsibilities. The residence hall work environment does encounter peak times including opening, closing and transition periods. That said, some weeks more than 20 hours may be needed to complete necessary work. Duty rotation is excluded from this time estimate.
- **Meetings:** Resident Assistants can expect to attend hall staff meetings each Wednesday evening from 8:15PM – 9:45PM. Additionally, Resident Assistants are responsible for attending bi-weekly one on one meetings with the Assistant Director of Residence Life. These meetings are included in the 20 hour weekly commitment.

Qualifications

- Must be enrolled as a full-time student in a college division
- Must be in good academic and disciplinary standing with the school
- Must display a commitment to community as a role model of good character, judgement, flexibility, responsibility, involvement and commitment to student life at the school

Remuneration

- RAs are compensated with a single room and 50% of meal plan covered.