

Resident Advisor Position Description

The University of Science and Arts of Oklahoma (USAO) Housing serves a campus population of approximately 700 students across 3 residential communities and some off campus properties. Housing at USAO is dedicated to student success and belonging here on campus. The Resident Advisor (RA) plays a vital role in creating that atmosphere for our students. The RA position is responsible for building community within their assigned residential community. This is done through connecting with residents in the assigned residential community, putting on events, taking students to campus events, connecting students to campus resources, etc. Resident Advisors are strategically placed in a specific residential community that aligns with the needs of the department and success of the university's mission and vision.

Duties & Responsibilities:

- Engage in social connections with residents to foster a sense of community and belonging
- Create door decorations at least once per semester and for any new residents that move in throughout the year
- Design bulletin boards according to Departmental Standards as outlined in the RA Manual
- Serve in after hours on call rotation for your respective residential community/assigned residential area including but not limited to: rounds of all floors, rounds of the building exteriors, community spaces, stairwells, lobbies, entrances, and exits
- Maintain on call responsibilities throughout the academic year including days where classes may not be in session (i.e. inclement weather days, scheduled holidays/breaks)
- Support, enforce, and appropriately report/document the policies and procedures as outlined in the Student Handbook, Housing Contract, etc.
- Understanding and interpretation of housing and university policies to explain to them to residents who may not understand
- Attend weekly staff meetings to discuss ongoing challenges, policy updates, procedure information, and other important information
- Attend RA Training in it's entirety each semester of your employment
- Conduct Health and Safety Inspections at least once a semester with all necessary follow ups alongside another RA or Coordinator/Director
- Work 10 hours per week of desk hours between the desk in your designated residential community and in the Housing Office assisting residents with questions, doing escorts of vendors, working on administrative work, assisting on tasks and/or projects given by the Housing or Student Life professional staff, etc.
- Assist in the process of opening and closing facilities
- Serve as a positive role model and resource to all residents
- Promote a sense of belonging by creating respectful and supportive living environments
- Aid in the implementation of the Residential Experience Model
- Assist in the execution of department and university initiatives (Orientation, Drover Stock, Junior Day, Homecoming, etc)
- Identify and report maintenance issues to appropriate parties in appropriate ways
- Complete all administrative paperwork and tasks assigned to you in an accurate and timely manner
- Other duties as assigned

Applicant Requirements:

- Must have lived on campus for at least 1 semester; preferably 1 academic year
- Must be enrolled as a full-time student at USAO
- Must maintain both a 2.5 cumulative GPA & a 2.5 semester GPA at the time of hire and while they remain in the position
- Must abide by all university policies outlined in the student handbook and outlined by the Department of Housing
- Remain in good conduct standing with the university
- Must abide by all local, state, and federal laws, regulations, and ordinances
- Must live in the designated Resident Advisor space as outlined and assigned by the Department of Housing

Compensation:

Resident Advisors will receive a scholarship for the cost of their room and the 12 meals + \$200 Flex Dollars meal plan. This will be applied each semester worked.

Outside Commitments:

Due to the significant responsibilities that this position holds all outside employment & involvement **MUST** be discussed with your Housing Coordinator and/or Director of Housing prior to starting the particular outside commitment. In the event outside commitment has a negative impact on fulfilling your role you may be asked to step away from that specific outside commitment or your position as a Resident Advisor.

NOTE: Students who are participating in teaching internships, nursing residencies, or other commitments that require students to be away for 20+ hours per week are **NOT** eligible to hold the position. If you are uncertain if that would apply to you, please contact our office at housing@usao.edu