

## Resident Assistant

### Job Summary

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Resident Assistants (RAs) are paraprofessional staff members for the Department of Residence Life. An RA is the closest and the most vital link with the residents of the buildings, who serves as a liaison between the Department of Residence Life and the students. The Resident Assistants serves under the supervision of the Residence Life Coordinator (RLC) of their assigned community. The RA position is one that requires organization, flexibility, adaptability, enthusiasm, creativity, and commitment, as well as building a strong sense of community. The basic task of the RA position involves community building, serving as a resource for the residents, working as a team, working the front desk, and serving on call. Additional responsibilities are provided in the RA conditions of employment, RA training manual, and expectations set by your residential area, and individual supervisors.

### Responsibilities

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**DEVELOPING RELATIONSHIPS WITH RESIDENTS** Establish significant relationships with individual Residence Life community members. Exhibit genuine concern and interest for residents by being available, approachable, and accessible. Interact with residents both individually and in groups. Follow up with residents concerning academic and personal success, as well as issues related to community life. Communicate established connections with residents through intentional interactions to the RLC of the community.

**PROVIDING LEADERSHIP FOR THE DEVELOPMENT OF A POSITIVE COMMUNITY** Fulfill residence life programming requirements. To ensure successful work performance and support, RA's must be visible within in their assigned community. Educate the residents on the need for civility within a community. Be respectful to and show respect for those who are from different backgrounds and cultures through programming, community building, and intentional interactions.

**CREATING A CULTURE OF ACADEMIC SUCCESS** RA's will assist with programming for the Residence Life academic initiative. Create and maintain an environment conducive to academic success. Act as a role model by maintaining a 2.5 or above GPA.

**SERVING AS A RESOURCE AND REFERRAL AGENT FOR COLUMBUS STATE UNIVERSITY** Be cognizant of current students, building and campus issues. Act as an initial source of support for students who are experiencing personal or academic concerns. Proactively initiate conversations with students who demonstrate concerns. Have knowledge resources available on campus for students. Facilitate the Roommate Agreement process; assist students who request mediation of roommate conflicts and/or refer students to the RLC. Maintain frequent communication with Residence Life staff and respect confidentiality concerning content and process of such discussions. RA's are expected to report and/or respond to any incidents, situations, or concerns which they observe or which is reported to them.

**ACTING AS A STAFF MEMBER OF THE RESIDENCE LIFE TEAM** Attend all scheduled training programs prior to and throughout each academic semester. Participate in regular staff meetings, in-service training, one-on-ones. Administrative responsibilities including but limited to roster checks, fire drills, bulletin boards, health and safety inspections, and door / hall decorations.

**SERVING ON CALL AND WORKING COMMUNITY FRONT DESK** RAs will periodically serve as secondary on call person within their community and will assist with situations when needed.

Additionally, RAs will work at their community front desk for 6 hours per week and perform duties including but not limited to lock outs, answering the phone, student check-in / check-outs, room changes, etc. These 6 hours are not paid but are part of their compensation package for housing. Any additional hours that the RA may sign up for outside of these 6 hours, will be paid at \$8.00 per hour. Additional hours are not guaranteed but may be available based on community needs.

### **Required Qualifications**

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Must be registered as an undergraduate student at Columbus State University; maintain a cumulative and semester GPA of at least 2.5; maintain good financial and judicial standing within the University; RAs are required to live in the residence halls. All room assignments will be the decision of the RLC for each area; role Model a standard of personal conduct commensurate with Residence Life standards. RAs may be allowed to hold additional employment. This will be determined based on a case-by-case situation and must be approved by both their RLC supervisor and the Senior Residence Life Coordinator/Assistant Director of Residence Life. Approved additional positions may not interfere with the RA completing their primary responsibilities; RA's are expected to abide by all federal, state and local laws; abide by the rules and regulations of Columbus State University, Residence Life, including, but not limited to, those outlined in the Community Guide and CSU Handbook.

### **Preferred Qualifications**

A two-semester commitment (Fall and Spring) is preferred.

### **Proposed Salary**

Housing Waiver equivalent to the cost of a private bedroom bed space.

\$1000.00 beginning stipend to be distributed in 2 payments (Fall and Spring Semesters)

- This position will provide a progressive stipend increases based off academic years within the RA position.

Priority registration for Fall and Spring.

RAs will also have many intangible benefits which include, but not limited to developing improved communication skills, becoming a leader, and learning to resolve conflicts and helping others work through their differences.

### **Required Documents to Attach**

- Resume
- Cover Letter

### **Contact Information**

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For more information, please contact Residence Life at 706-507-8710. For additional information about Columbus State University, visit [www.ColumbusState.edu](http://www.ColumbusState.edu). For specific information on the Department of Residence Life here at CSU, visit [www.life.ColumbusState.edu](http://www.life.ColumbusState.edu).

### **Conditions of Employment**

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To be considered for this position, the applicant must be a current Columbus State University student, taking at least six (6) credit hour courses per semester.

For fullest consideration, please submit your application immediately. Columbus State University is an Affirmative Action/Equal Opportunity Employer, Committed to Diversity in Hiring.

A successful criminal background check will be required as a condition of employment.

### **Work Schedule**

Flexible

### **Equal Employment Opportunity**

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Columbus State University is committed to recruiting, supporting, and fostering a sense of belongingness for a diverse, equitable, and inclusive community of outstanding faculty, staff, and students and is an Equal Opportunity/Affirmative Action employer. It is the policy of Columbus State University to recruit, hire, train, promote, and educate persons without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status.