Position Description:

The Resident Assistant (RA) position focuses on enhancing the quality of life in the residence halls, including fostering community, providing academic support, and being attentive to the safety and security of residents. The position requires an individual who is flexible enough to assume a variety of roles as dictated by the changing needs of students. It is crucial that an individual be able to relate well to others and handle administrative responsibilities. The RA is more than just a friendly presence; she/he is the crucial link in creating an environment in which students develop independence and learn to live cooperatively with others.

Supervision Received:

The Residence Hall Director and Coordinator of Residence Life will provide functional supervision to the Resident Assistants.

Duties and Responsibilities:

Community Development and Resident Interaction Duties
- Be available, visible, and accessible to students in the wing and/or building to establish and maintain positive relationships within the community; assist students with their personal concerns and problems
- Manage and/or mediate roommate conflicts and remain unbiased in all matters; this includes contracting roommate agreements
- Act as a referral agent in acquainting students with all facilities and services on campus
- Hold monthly floor meetings with their residents
- Maintain five Open Door hours per week in room with door open
- Create and update bulletin board in their wing to provide event and resource information once each month (i.e. common areas, Fitzgerald Hall stairwell, etc.)
- Create and update door tags in their wing monthly to build a greater sense of home
- Present on your community/residents to the Residence Life staff each semester
- Serve as a model of responsible behavior

Policy Enforcement Duties
- Adhere to, understand, and enforce the policies found in the Residence Life Handbook and Student Handbook
- Enforce and adhere to both Quiet Hours and 24 hour Courtesy Hours
- Enforce and adhere to 24 hour Quiet Hours during finals
- Be sensitive to the issue of confidentiality
- Conduct Health & Safety Inspections on a monthly basis and during nightly rounds while on duty
- Adhere to, understand, and familiarize residents with community safety, emergency, and fire evacuation protocols
• Report and document in a neat, timely, and orderly fashion all incidents, concerns, and situations that threaten the health, safety, and security of the halls and the residents
• Assist in emergency transportation for resident students

**Programming Responsibilities**

• Develop four programs per semester for residents based on each of the four aspects of the mission of the college (Community, Study, Service and Spirituality) and one wing bonding program per month. All programs must be approved by the Office of Residence Life
• Actively support and participate in all residence hall programs (i.e. other Resident Assistant programs, Peer Mentor programs, Residence Life professional staff programs, Residence Life Council programs, etc.)
• Encourage resident participation in both academic and social functions on campus
• Promote all programming efforts through the maintenance of the Residence Life social media outlets
• Support student leadership and resident-initiated programs
• Support, encourage, and assist in the development of the resident student governing body, the Residence Life Council

**Staff Interaction and Training Duties**

• Attend a mandatory RA training week in August and January
  o Move-In for Fall RA Training is Sunday, August 30, 2015; training ends at the start of the fall semester
  o Move-In for Spring RA Training is Wednesday, January 13, 2016; training ends at the start of the spring semester
  o RAs are required to stay on-campus during RA trainings at all times
  o RAs are not permitted to miss training for any reason excluding extenuating circumstances
• Arrive early before student Move-In Days and stay late after the closing of the hall to assist in opening and closing tasks
• Participate in individual evaluation sessions each semester with the Residence Hall Director or the Coordinator of Residence Life
• Attend semi-weekly staff meetings
  o Staff meetings will be held on Mondays at 5:30pm at a designated location
• Staff communication: attend all scheduled staff meetings and individual meetings with the Residence Hall Director and/or the Coordinator of Residence Life
• Actively participate in the recruitment, selection, and training of new Residence Life staff members

**Academic Duties and Personal Influences**

• Keep course work and other commitments at a reasonable level
• Other memberships and affiliations must be discussed with the Coordinator of Residence Life
• Outside employment is permitted, but may not exceed 15 hours per week
• Maintain appropriate personal social media pages; act as a role model for all students
• Maintain open communication with the Residence Hall Director and Coordinator of Residence Life
• Maintain residence in the assigned room from the first to the last day of each semester, with limited overnight absences (including weekends)

**Administrative Duties**

• Provide on-duty coverage when the residence halls are open and occupied. This includes, but is not limited to, long weekends, Thanksgiving, intercession, spring recess, and Easter
Participate in a rotating, on-duty roster. Duty Hours are as follows:

- Duty Coverage- 7 Days a week
  - Monday – Thursday: 7:00PM – 7:00 AM
    - RAs must be in their residence hall from 7:00 PM – 12:00 AM
    - At least two rounds of the building are to be completed during this time; at least three on Thursdays
  - Friday – Sunday: 24 hours per day, starting 5:00PM Fri. – 7:00AM Mon.
    - RAs must be in their residence hall from 7:00 PM – 2:00 AM
    - At least three rounds of the building are to be completed during this time
- RA on-duty must carry and answer the RA Duty Phone at all times
- Respond to emergency situations that arise in the building. If a snow day occurs or the college closes unexpectedly, RAs must assume a 24 hour duty rotation

Follow other duty procedures and tasks as assigned by the Office of Residence Life

- Complete assigned paperwork and administrative tasks in a timely manner
- Be familiar with and be able to explain housing and maintenance procedures
- Utilize master keys only as outlined in established procedures
- Assist the Office of Residence Life at specific events that include but are not limited to Open House, Move-In Day, Safe Halloween, Commencement, Homecoming, etc.
- Assist the Office of Residence Life with the preparation of the residence halls for openings and closings
- Actively maintain a portfolio of all RA related duties and responsibilities to be presented during performance evaluations conducted at the end of each semester
- Perform all other duties as assigned by the Residence Hall Director, Coordinator of Residence Life, Director of Campus Life, and/or Vice President of Student Affairs

Eligibility:

- Must be enrolled as a full-time, enrolled undergraduate student (12-17 credit hours) at Molloy
- Must have completed at least 24 credit hours
- Have a minimum cumulative GPA of 3.0 when hired, and at least a GPA of 3.0 for the semester prior to employment
  - Failure to maintain a 3.0 cumulative GPA, or completing two consecutive semesters with a GPA below 3.0 will result in termination of employment, regardless of cumulative GPA
- Take no more than 17 credits per semester (If you need to take more than 17 credits, you must obtain approval from the Coordinator of Residence Life)
- Must remain in good academic, financial, and judicial standing with the college in accordance with the Student Handbook and Residence Life Handbook, or risk immediate termination
- Demonstrate oral and written communication skills
- Ability to serve as a role model and mentor for residents
- Must be familiar with campus and community resources
- Must be familiar with dining services and meal plan options
- Preference for the Resident Assistant position will be given to students who have prior knowledge of residence life and Molloy College

Housing Assignment, Compensation, and Benefits:

The Resident Assistant position is a one-year student leadership opportunity. The contract period is for one academic year (consecutive fall and spring semesters).
Resident Assistants are contractually obligated to all of the above duties and responsibilities from Sunday, August 30, 2015 through Sunday, May 15, 2016; this includes all training periods.

Resident Assistants are required to live on-campus and to participate fully in all training and operational exercises, which commence prior to the opening of the residence halls. Resident Assistants are expected to stay through the last day of classes/final exams in the fall and spring semesters in order to assist the Office of Residence Life with closing procedures. In addition, Resident Assistants are responsible for fulfilling all position responsibilities as communicated by the Residence Hall Director and/or the Coordinator of Residence Life.

Current compensation for Resident Assistants includes a single bedroom and a full meal plan (Declining Balance “C”).

**How to Apply:**

*Resident Assistant Selection Timeline*
- Applications and all supplemental materials are due by 12:00pm on March 23, 2015
- Group Interviews will be conducted on April 10, 2015 *(invitation only)*
- Individual Interviews will be conducted on April 16 and 17, 2015 *(invitation only)*

Submit the online Resident Assistant application by 12:00pm on Monday, March 23, 2015. Along with your application, please submit a copy of your résumé and have three people submit a letter of recommendation on your behalf. The letters of recommendation can be completed by a professor, Molloy College staff member, advisor, current or former employer, or anyone who can provide a reliable description of your abilities. The letters of recommendation **cannot** be filled out by a member of the Office of Residence Life, including paraprofessional staff such as Resident Assistants.

You can complete and submit your Resident Assistant application at [http://www.molloy.edu/molloy-life/residence-life/ra-application](http://www.molloy.edu/molloy-life/residence-life/ra-application)

Letters of recommendation can be emailed to jvernace@molloy.edu or mailed to:

The Office of Residence Life  
Molloy College  
1000 Hempstead Avenue  
PO Box 5002  
Rockville Centre, NY 11571-5002

Please email your résumé to jvernace@molloy.edu. Applicants are encouraged to visit the Molloy College Career Development Center located in the Public Square, Room 320, for review of their résumé prior to submission.

If you have additional questions please contact the Residence Hall Director, Joseph Vernace, at jvernace@molloy.edu or (516) 323-3478.