Rachel Carson College Resident Assistant Job Description
2017-2018

GENERAL DESCRIPTION
Resident Assistants (RAs) are student leaders employed by the college on a live-in basis. RAs serve in a unique position as peer leaders in the college apartments and residence halls. RAs help residents adjust to the college environment, and promote the development of a safe, positive, and supportive community.

MINIMUM QUALIFICATIONS
- Must have completed 1 year of college prior to starting the position
- Must have experience living in a group setting
- Must be a regularly enrolled full-time registered UCSC student, willing to hold position for the full academic year
- Must maintain a 2.5 cumulative GPA from the time of application throughout employment
- Must be in good student conduct standing. (Good student conduct standing is defined as anything below probation and no findings of responsibility for SVSH policy violations. Academic integrity violations may also impact eligibility.)
- Must pass a fingerprinting/background check
- Ability to work well in a team
- Comfortable being a leader in group settings
- Ability to use authority with good judgment
- Possess administrative skills
- Possess effective communication skills in order to successfully approach people, mediate conflict situations and to enforce university and housing policies

COMPENSATION, TERMS & DATES OF EMPLOYMENT
- The standard campus perquisite is in the form of a single room in a residence hall or shared apartment and a 7-day meal plan. The value of this compensation is in the form of a deduction of the room and board rates during the term of employment. *Please note: The compensation may impact your financial aid package, including work-study funds, scholarships, and grants. Please see an advisor at the Financial Aid Office if you have questions about your individual situation.*
- The job is based on an average of 15 hours per week
- This job is secondary only to the staff member's academic program. Each college/ARCH unit will provide guidance in regards to allowable time commitments (up to 10 hours) for extracurricular activities and/or employment as well as maximum academic loads.
- Dates of employment begin approximately 3 weeks before the beginning of fall quarter and end the Monday following commencement. The College/ARCH unit will set specific required dates, including guidelines around leaving for and returning from breaks.

Training Requirements & Dates

Spring Training	First 5 Mondays of Spring Quarter from 4-6 PM
Fall Training	Approximately three weeks prior to fall quarter opening
Move-in/Fall Welcome Week	Staff may be required to be available the entire week and following weekend

Winter Training	A few days prior to winter quarter opening	

Important Required Dates

	Staff required to stay until:	**Staff required to return:**
Thanksgiving	Wednesday before Thanksgiving*	Sunday after Thanksgiving*
Winter Break	Until residences close for fall quarter*	Up to a few days prior to winter quarter residences opening*
Spring Break	The day winter quarter contract ends*	The day spring quarter contract begins*
End of School Year	Monday after commencement*	N/A

* Start/End times based upon unit needs or discretion

JOB DUTIES AND RESPONSIBILITIES

1. Training & Meetings
   - Attend all required staff trainings
   - Attend weekly Monday night staff meetings throughout the year
   - Attend one-on-one meetings with supervisor at regularly scheduled times
   - Have valid Mental Health First Aid certification throughout term of employment (courses offered spring quarter or during fall training pending unit decision)
   - Attend one professional development training or conference (i.e., NRAP, Practical Activism, Students of Color Conference, CPR/First Aid/First Responder certification etc.)
   - If applicable, attend assigned committee meetings and/or meetings with other campus residential staff
   - Complete FERPA, CANRA, UC Sexual Violence and Sexual Harassment Prevention Training and other university required trainings

2. Community Development
   - Uphold and role model UCSC's Principles of Community and the college's/ARCH unit's mission statement
   - Develop a safe and academically conducive residential environment
   - Maintain visibility and accessibility to residents
   - Provide conflict mediation, peer counseling, and encourage responsible behavior
   - Serve as a resource for residents
   - Know and educate residents about campus resources and services, and refer students as appropriate
   - Demonstrate competency around aspects of identity and difference
   - Maintain privacy and objectivity when working with students

3. Programming
   - Fulfill all programming requirements as outlined by college/ARCH unit and/or supervisor
   - Track and maintain allocated programming budget
   - Support and assist with Welcome Week/Fall Orientation

- Attend and support unit and university sponsored programs (e.g., college nights, MLK Convocation, etc.)
- Assist with Commencement
- Distribute and update flyers from campus partners

4. Safety & Security
   - Respond to emergency situations and assist with evacuations when necessary
   - Provide lock-out, emergency, and other assistance to residents as appropriate
   - Provide crisis interventions, provide referrals and seek assistance when necessary
   - Document and report maintenance and custodial problems
   - Maintain security of keys
   - Report all safety concerns immediately
   - Serve as a Mandated Reporter; fulfill all documentation and reporting requirements as outlined in the Clery Act (Campus Security Authorities - CSA) and the Child Abuse and Neglect Reporting Act (CANRA)

5. Policy Enforcement & Duty Rotation
   - Participate in on-duty/on-call rotation as assigned including coverage during extension or break periods.
   - Uphold and enforce all housing and university policies
   - Document all policy violations and submit incident reports within 24 hours of the incident
   - Adhere to all housing and university policies and all applicable state and federal laws
   - Report all acts of bias as identified in the university's Hate/Bias policy

6. Administrative Duties
   - Maintain regular communication with supervisor and regularly check UCSC email, room phone, and office mailbox and respond in a timely manner
   - Follow all financial policies and procedures
   - Complete all administrative tasks (i.e., purchase orders, paperwork, etc.) as assigned
   - Assist with student check-in, room transfers, and check-out
   - Assist with office coverage when necessary
   - Assist with student staff selection
   - Other duties as assigned