Minimum Qualifications:

- Must have lived for at least one year in college housing;
- Must have and maintain a 2.5 cumulative grade point average;
- Must maintain full-time student status (12 credits per semester).

I. Support Goals of Residential Education

1. Promote student retention through intentional contact with assigned residents
   a. Become personally acquainted with each resident on your floor/section, creating an atmosphere of openness and approachability;
   b. Display care and concern for community members. Act in an advisory and consulting capacity to students, utilizing an open mind and effective listening skills;
   c. Maintain respect for students’ privacy, sharing information only with appropriate people;
   d. Keep the Area Coordinator apprised of pertinent information regarding the overall wellness of community members;
   e. Support college retention efforts
      - Use your individual contacts with residents to understand their needs;
      - Become acquainted with the services that the College offers and refer students when appropriate;
      - Anticipate potential student problems and assist students in searching for possible solutions

2. Develop communities based on individual responsibility and respect for others
   a. Leadership
      - Provide leadership to students on the floor/section in the development of a community based upon the recognition of, and consideration for, the rights, property, and privileges of one another;
      - Help students to get to know other people on the floor and throughout the hall;
      - Demonstrate genuine interest in campus life by actively participating in student functions.
   b. Conflict Mediation
      - Educate residents in the value of Roommate Agreements and work with all first year residents to complete Roommate Agreements within the first two weeks of classes;
      - Keep your Area Coordinator informed of all conflicts in your community;
      - Facilitate and/or participate in conflict mediation and roommate negotiation meetings when appropriate.
3. Provide opportunities for student learning,
   a. Programming
      • Build community and/or educate residents through the planning and implementation of social and educational programs as directed by your Area Coordinator
      • Keep your residents informed regarding campus activities and RA programs;
      • Make a conscious effort to integrate the Colby-Sawyer College learning outcomes into your programming efforts.
   b. Developmental approach
      • Proactively address issues within your community using an educational and developmental approach.
      • Use informal conversations with students as an opportunity to educate. When necessary, use an AC as a resource.

II. Uphold and enforce community standards
   a. Role Model
      • Personally uphold community standards and strictly abide by all policies outlined in the Code of Community Responsibility;
      • Work to develop a sense of trust and sincerity between staff and students;
      • Support and celebrate diversity;
      • Serve as a positive role model to the rest of the RA staff, especially to newer staff members, and as a representative of Residential Education by fulfilling all job expectations;
      • Be committed to personal education and growth, taking care to balance time for classes, work, and availability to residents, while leaving time for rest and relaxation.
   b. Duty
      • Participate in the duty rotation as dictated by the duty schedule and expectations. These are likely to include major weekend events, such as dances;
   c. Policy enforcement
      • Proactively communicate college policies as outlined in the Code of Community Responsibility and community standards as applicable (i.e. quiet suites, substance free housing) to your residents;
      • Confront and document violations of the code of Community Responsibility and applicable community standards, regardless of whether or not you are on duty. Encourage students to take responsibility for their actions.
   d. Emergency response
      • Be familiar with emergency protocols and intervene in crisis situations as directed;
      • Inform Area Coordinator of all emergency situations occurring in your building as quickly as possible;
      • When necessary, contact Campus Safety regarding the emergency situation.
III. Administrative

a. Attend staff meetings and one-on-one meetings with your AC as scheduled;
b. Attend in-service/professional development trainings and All Staff Meetings as deemed necessary by the Director;
c. Participate in Spring training (through Commencement), August training, and January training;
d. Stay on campus to assist in closing the halls for Thanksgiving, Winter, and Spring breaks, and following Commencement.
e. Complete room condition report forms and assist with hall openings and closings;
f. Pass work orders, student concerns about building maintenance and damage report forms on to your AC;
g. Hold floor/section/hall meetings as needed;
h. Communicate information to your residents as passed on to you by your AC, the Assistant Director, and the Director;
i. Complete any additional administrative tasks as designated by the ACs, Assistant Director, and the Director.

IV. General

a. Support efforts to help other people (faculty, parents, alumni and administrators) understand student life in the halls;
b. Share input for policymaking and implementation with the Director of Residential Education. This should include constructive criticism as well as new ideas;
c. Failure to fulfill job responsibilities and/or any violations of the Code of Community Responsibility, Residential Education policies, or State laws is grounds for termination.
d. RAs who leave the position (voluntarily or involuntarily) must continue to live on campus, as per their housing contract. They must relocate to a hall other than the one in which they were RAs.

V. Compensation

a. As remuneration for the successful completion of the RA duties, you must choose one of the following options:
   
   Housing grant equivalent to room charge, credited to your bill at the beginning of the academic year
   
   OR

   Stipend of equal value, paid in bi-weekly paychecks throughout the academic year

b. The payment choice you agree to at hiring will be in effect for the duration of the academic year.