

Resident Assistant Position Expectations



Last Name	
First Name	
Community	

The Resident Assistant (RA) is a student staff member who works for the Residential Student Experience unit of University Housing at Florida State University. Fundamental to the position of RA is the concept of role modeling and high expectations as RAs are seen not only as staff members but also leaders of the community. As such, RAs are expected to abide by the Resident Assistant Position Expectations, Reasonable Agreement, and expectations established by their supervisor.

Student staff members are the closest and most vital link between University administrators and residents. The RA should promote a healthy, safe, and inclusive living community by getting to know residents through individual, floor, and community-wide interactions. Each RA is expected to provide residents with information and resources to help meet residents' personal and academic needs. Additionally, RAs must show flexibility and adaptability in the performance of duties in order to respond to changing needs and situations.

By initialing this box I understand and agree to the following RA expectations below regarding **Resident Interactions**

- Engage and communicate with all members of your floor by utilizing the Residential Curriculum Model.
- Communicate policies and information to residents on their floor and/or complex.
- Develop and maintain appropriate professional relationships with students.
- Assist residents in connecting with other members of the floor and community to foster relationships.
- Foster a living environment that supports academic success through class attendance, studying, utilizing campus academic resources, and establishing relationships with faculty.
- Share information about students of concern with Head Staff in a quick and efficient manner that is consistent with departmental policy and protocol.
- Be visible and available to residents to assist them in addressing personal and community concerns.

By initialing this box I understand and agree to the following RA expectations below regarding **Community Development**

- Serve as a referral source for University resources to assist residents in their transition to college.
- Plan and implement events through application of the Residential Curriculum Model.
- Participate in and support building, complex, and campus-wide programs and events.
- Support hall council, IRHC, and NRHH as expected by your supervisor.
- Submit program proposals and evaluations of all programs on time.
- Foster inclusive environments through words, actions, and expectations.
- Be equitable and just in performance of duties to affirm the dignity and respect of each community member.

By initialing this box I understand and agree to the following RA expectations below regarding **Staff Involvement**

- Display a positive work ethic and encourage this attitude in others.
- Hold peers accountable and engage with staff members in an appropriate manner to resolve conflict and work together as a unified team.
- Treat all staff (RAs, Receptionists, Night Staff, custodial, maintenance, etc...) with respect.
- Participate in recognition and encouragement of staff members.

By initialing this box I understand and agree to the following RA expectations below regarding **Administration**

- Complete all administrative work and assigned tasks in a timely and efficient manner, including but not limited to: weekly reports, work orders, incident reports, check-in and check-out procedures, data tracking systems, and purchasing paperwork and receipts, etc...
- Work the front desk during specified times as determined by supervisors.
- Work cooperatively with custodial staff to respond to maintenance problems and concerns.
- Utilize FSU email account regularly for all official work related functions.
- Attend weekly staff meetings, individual supervision and evaluation meetings, trainings, in-services, and other meetings as directed by supervisors.

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By initialing this box I understand and agree to the following RA expectations below regarding **Safety and Security**

- Follow all key policies regarding authorized access to rooms and documentation.
- Serve in an on-call capacity in order to respond to crisis and emergency situations within the residential community. This includes nights, weekends, football games, and certain holidays depending on the community in which you are assigned.
- Assist in problem solving and crisis intervention in the residential community and refer students to appropriate resources when needed.
- Serve as a resource in situations deemed necessary by Florida State and University Housing including but not limited to fire alarms, inclement weather, bomb threats, or other emergencies. In case of a crisis or natural disaster, RAs may be asked to stay on campus for the duration of the emergency.
- Serve as a role model by personally upholding and abiding by all policies, as well as confronting and documenting all policy violations, as set forth in the *Student Conduct Code, Guide to Residence Living, and State & Federal Laws*.
- Abide by University policy and the laws of the State of Florida. Illegal use of alcohol and/or drugs on or off campus may result in termination from employment. Using alcohol on or off campus with residents may result in job action as it puts staff in a compromising position.
 - RAs over the age of 21 cannot consume alcohol with or provide alcohol to anyone underage or on campus residents (regardless of age). The door needs to be closed when alcohol is present, whether it is consumed or not.
 - Regardless of an RA's age, conversations, actions, and social media posts should not promote the irresponsible or illegal use of alcohol.

By initialing this box I understand and agree to the following RA expectations below regarding **Departmental Expectations**

- Represent yourself, community, staff, department, and FSU with the utmost integrity and in a manner that upholds the Seminole Creed.
- Actively participate and support University Housing efforts including but not limited to Move-In, Closing, RA Selection Weekend, Welcome Week events, and assessments such as Skyfactor.
- Live in the residence hall space provided and utilize departmental processes for "time away" from the community.
- Maintain a semester and cumulative GPA of 2.75.
- Understand and follow confidentiality standards with regard to policy violations and student behavioral concerns as directed by University Housing, University policy, and the Family Educational Rights and Privacy Act (FERPA).
- Recognize the importance of being a good steward of fiscal resources and supplies.
- Demonstrate critical thinking and ethical decision making in accordance with University Housing values.
- Commit to the RA job. Outside employment, extracurricular involvement, and internships are all subject to supervisor approval, and should not exceed a total of 20 hours a week.

Additional Notes

This document lists departmental expectations regarding professional and personal behavior. Supervisors will provide community specific expectations related this document. Failure to uphold these expectations could result in job action, including probation or termination. Furthermore, this document can be amended or altered at any time.

RA Name (Print)

RA Name (Signature)

_____, 2019
Date