



## RESIDENT ADVISOR (RA)

**Job Title:** RESIDENT ADVISOR (RA)

**Rate of Pay:** \$9.00 per hour

**Hours/week:** Up to 20 hours/week

**Employment Period:** Fall 2022

### Position Description

The function of the Resident Advisor (RA) position is to work with residents to facilitate and develop an environment within residence halls which will contribute to building community, academic success, multicultural awareness, and Personal growth. The RA works closely with the Hall Director (HD) in order to maintain a level of consistency both within the area and within the department. This student staff position requires dedication, flexibility, commitment and enthusiasm, as the staff member will actively respond to the changing needs and situations of residents. The RA works directly with the HD and receives additional direct supervision and training from the HD and department.

### REQUIREMENTS

- RAs must be available prior to, during and following Housing Openings and Closings to complete check-in and checkout administrative tasks. The RA must also be available during semester breaks to complete administrative tasks and perform duty. Travel plans must be made in accordance to the Commitment Calendar.
- A RA's principal non-academic activity is their position. Additionally, Extracurricular activities are not to conflict with the time needed to be available and accessible to residents.
- The weekly time commitment is a maximum of 20 hours, and the position may require additional hours during peak periods.
- RAs must be given approval from the supervisor to be away from campus for more than 24 hours.

### Minimum Job Qualifications:

- Must meet student employee eligibility requirements located at (<http://www.na.edu/faculty-staff/human-resources/student-workers/student-employment-eligibility/>).
- Must be a NAU student in good standing with the University and must have and maintain a minimum of 3.0 NAU cumulative GPA.
- Student must be eligible to work on campus in the United States.
- Student must sign a housing contract.

### ROLES & RESPONSIBILITIES

- Participate in and organize floor activities.
- Assist in conflict resolution between roommates and among floor residents.
- Participate in crisis prevention and intervention as needed.
- Report any maintenance, housekeeping or security concerns immediately.
- Participate in fall training and winter training, as well as all scheduled in-services throughout the year.
- Serve as part of a team of staff members responsible for one residence area.
- Meet regularly with the Hall Director.
- Open to performing other duties as assigned



**Knowledge and Skills Required:**

- Ability to act professionally at all times and as a strong role model for residents
- Personable, friendly and outgoing personality
- Effective communication and listening skills to interact with students
- Ability to maintain a calming presence in case of emergency events in order to direct and assist residents safely.

**To Apply:** Send a resume to [rakay@na.edu](mailto:rakay@na.edu)  
All applicants will be considered.

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