

CAL POLY HUMBOLDT

Housing & Residence Life

RESIDENT ADVISOR (RA) POSITION DESCRIPTION

SCOPE OF FUNCTION

The intention of Residence Life is to focus on the education and holistic growth of the residents by creating a safe, socially just, and environmentally responsible community. The Resident Advisor works in conjunction with Housing and university staff to foster a sense of community and promote a quality environment for all residents.

APPOINTMENT

Appointment is for the period of **Monday, August 5, 2024 at 9:00 am through the closing of the residential facilities at 12:00 pm, on Saturday, May 17, 2025**. Area assignment is dependent upon department need and is subject to change. Resident Advisors must vacate their designated spaces no later than **12:00 p.m. on Sunday, May 18, 2025**. The appointment is contingent upon completion of assigned tasks and performance evaluation.

- Maintain a 2.5 undergrad/3.0 grad semester and cumulative GPA
- Maintain full-time enrollment status; 12 undergrad units/9 grad units per semester
- Remain in good financial and judicial standing
- May not exceed 10 hours of outside employment/extra-curricular activities per week without supervisor's approval.
- May not hold any executive position in the Residence Hall Association, Area Council, or any satellite committees

IN-KIND SERVICES

- Single Room with utilities and meal plan, valued at approximately \$16,000
 - *If you are a Financial Aid recipient, your Cost of Attendance will be adjusted by this amount and may impact your award. Please contact the Financial Aid Office for more information at (707) 826-4321 or by email finaid@humboldt.edu*

ATTENDANCE

- Resident Advisors must be available for the following required meetings:
 - Weekly staff meetings (day and time to be determined by the Supervisor)
 - Bi-weekly In-Service Training (twice a month) **Tuesdays, 5:30pm – 7:30pm**
 - One-on-One meetings with supervisor
 - Committee meetings (as assigned)
- Resident Advisors must fully participate in all scheduled training activities and major Housing and Residence Life events. This includes, but is not limited to:
 - Fall Training: August 5th – August 16th
 - Fall Training days are typically 9:00am – 6:00pm, including an off-campus retreat, as well as some evenings and weekends. Resident Advisors should adjust their schedules accordingly to be available during this period
 - Move-In days and Welcome Week events: August 17th – August 25th
 - Regular In-services and other on-going Training Sessions
 - Homecoming events
 - Fall Move Out Day (Saturday following Fall Finals Week)
 - Winter Break Room Inspections (Saturday following Fall Finals Week)
 - Spring Preview Day and Preview Plus (April & March)
 - Spring Semester Staff Training in January (one week prior to start of classes)
 - Spring Semester New Student Move In Days (January)

- Student Leader Selection Process (Spring Semester)
- Spring Move-Out Day in May (Saturday following Spring Finals Week)

Dates and additional training, athletic events, and programs are subject to change depending on department's need

COMMUNITY DEVELOPMENT

- Fulfill all programming requirements, including large-scale programming assignments, as detailed in Fall Training, Supervisor Meetings, and the Student Leader Training Manual
- Build and maintain positive relationships with residents
- Provide assistance and resources as needed
- Mediate conflicts within the community
- Monitor email accounts and respond promptly to resident and team issues. *A 24-hour response is expected*

POLICY ENFORCEMENT

- Provide crisis intervention and emergency response
- Respond to behavioral infractions and complete Incident Reports
- Resident Advisors are on duty 365 days a year
 - Duty is scheduled on a rotational basis.
 - Duty is scheduled around class schedules
- Be familiar and comply with Housing & Residence Life Policies, as well as Federal and California State Laws. This includes computing guidelines, confidentiality, alcohol education and FERPA compliance
- Abide by the Clery Act and Campus Security Act and other expectations surrounding the Duty to Report

ADMINISTRATIVE RESPONSIBILITIES

- Be knowledgeable of information included in the ResLife Staff Manual and the *Residence Life and You Handbook*.
- Report maintenance, custodial, grounds and other facility-related concerns
- Complete incident reports, weekly reports, duty logs, programming paperwork, and other administrative duties as assigned
- Complete Health & Safety Inspections
- Communicate with supervisor regarding resident issues
- Monitor voicemail messages, email, and staff mailbox each weekday for communication
- Other duties as assigned

PHYSICAL REQUIREMENTS

Moderate physical effort including a quick and timely response to fire alarms or resident emergencies, walking up and down hills, multiple staircases, and carrying various programming, duty, or emergency supplies. These tasks may need to be accomplished during inclement weather, power outages, and/or elevator malfunctions.