A Resident Assistant (RA) is a student employed by the Department of Residential Life to live in a residence hall and work as part of a staff team in order to build a positive living and learning environment and community experience for residents. An RA serves as a liaison between the residents of the community and the Department of Residential Life. The RA reports directly to the Residence Life Coordinator (RLC) and Graduate Residence Director (GRD).

An RA is expected to know the residents in his or her community on a personal basis and to advise individuals and groups of residents on academic and personal matters. Each RA is expected to create and encourage activities and programs that enhance community and meet residents’ personal and academic needs. The RA serves as a role model for students in every aspect of University life and is expected to know various campus resources available to students.

**Resident Interaction and Development:**

- Meet students’ individual developmental needs. Develop positive, appropriate interpersonal relationships with each resident. Serve each individual resident with care, humanity, respect, and efficiency.
- Initiate and maintain contact with each resident throughout the semester. Conduct individual resident meetings according to Department of Residential Life procedures and established timelines.
- Introduce residents to each other, facilitate connections among residents, and help residents develop healthy interpersonal relationships among themselves.
- Serve as an information referral resource; advise and support residents as needed.
- Promote an atmosphere conducive to learning and academics; serve as an academic role model and guide residents in creating and maintaining an atmosphere conducive to study and learning.
- Serve as a role model for academic success by attending class, studying, utilizing campus academic resources, and establishing relationships with faculty.
- Understand, abide by, and serve as a role model for all University and Residence Hall policies and procedures in word and action.

**Community Interaction and Development:**

- Demonstrate personal investment for community development by anticipating student needs and taking appropriate action to meet those needs.
- Foster an environment that actively values the dignity and self-worth of all members of the community, promote an atmosphere accepting of diversity and different lifestyles.
- Conduct floor meetings and formulate community standards necessary to the establishment of an environment characterized by involvement, mutual respect, and academic success. Uphold these agreements in resolution of community problems.
- Create intentional opportunities for resident interaction by planning, implementing and advertising activities on an individual and team basis throughout the year.
- Encourage residents to create a sense of identity on their floor and positively influence policy and activity on their floor. Involve residents in planning and conducting programs/activities that meet their personal and academic needs.
- Be equitable and just in performance of your duties to affirm the dignity and respect that is due each community member.
- Support Community Council and Residence Hall Association (RHA) by assisting floor representatives in initiating and coordinating community activities, be knowledgeable of the RHA and promote RHA programs.

**Staff Collaboration and Administration:**

- Represent and support the University and the Department of Residential Life positively in all interactions with students, faculty, staff, parents, and guests.
- Work as part of a hall staff team and actively support other staff members’ efforts, report directly to and fulfill all duties as assigned by the RLC and GRD. Provide reliable, responsible, and responsive assistance to your RLC, GRD, and team members.
- Show flexibility and adaptability in the performance of your duties in order to respond to changing needs, situations, and personalities. Take initiative, ownership, and investment as a staff member in displaying a positive work ethic and behaviors and encourage this attitude in others.
- Attend regular weekly staff meetings, individual supervision and evaluation meetings, and other meetings as directed by RLC.
• Participate in training, staff development activities, University recruiting events, and committee meetings as required by the RLC and the Department of Residential Life.
• RA’s will be required to work the front desk at specified times and when the desk is uncovered.
• Perform administrative duties as assigned, including but not limited to: updating room rosters, distributing information, completing incident reports, participating in check-in and checkout procedures, entering pertinent information into data tracking systems, managing purchasing paperwork and receipts, checking and responding to email and phone communication, etc. Complete all work and assigned tasks in a timely, efficient, accurate, and organized manner.
• Report all maintenance problems and damages involving University property to the RLC in a timely manner and work with custodial staff to promote a clean and well-maintained area.
• RAs are considered essential staff and are required to assist in emergencies such as fire alarm evacuation, floods, hurricanes, power outages or other crisis. In case of a crisis or natural disaster, such as hurricanes, RAs may be required to stay on campus for the duration of the emergency.
• Be knowledgeable of departmental and university policies, procedures, and resources including, but not limited to: the mission, vision, and values of the Department of Residential Life and the Louisiana State University Commitment to Community.
• Use bulletin boards to disseminate information as well as educate.
• Assist in getting information to and from residents as directed by the RLC, GRD, and Department of Residential Life.

Student Conduct and Crisis Management:
• Role model positive behavior. Be knowledgeable of and abide by community expectations and University and Departmental policies including, but not limited to those found in the Code of Student Conduct, the Living on Campus Handbook, and the Academic Year Contract.
• Advise residents of and encourage adherence to the Code of Student Conduct, the Living on Campus Handbook, and the Academic Year Contract.
• Demonstrate responsible decision making, communication (including social media), problem solving, and follow-through skills.
• Recognize and respond promptly to individual crises, emergencies, and discipline matters with promptness, dependability, and in a manner that shows care and consideration for individual needs and differences. Utilize appropriate referral resources. This includes following all established on-call and crisis protocol in a timely and efficient manner as established by the Department of Residential Life and supervisory expectations, appropriately documenting situations, and following up post-incident.
• Maintain confidentiality with regards to policy violations and student behavioral concerns as directed by the Department of Residential Life, University policy, and the Family Educational Rights and Privacy Act (FERPA).
• Serve in an on-call rotation within your assigned community. On-call coverage is provided daily, including University holidays. Additional on-call responsibilities may be required at other times (i.e. natural disasters, fire watch, etc.). Special on-call responsibilities will be determined by the RLC and GRD in collaboration with the Assistant and/or Associate Director.
• Keep the RLC and GRD informed of all issues of concern related to crisis or behavior in your assigned community.
• Consult with the RLC and GRD for resolving concerns, especially those of an ongoing or complex nature.

Other Departmental Responsibilities:
• Provide assistance to other employees of the Department of Residential Life and other University employees and officials performing certain administrative duties as deemed necessary by the Department of Residential Life.
• Participate in the selection of new professional, paraprofessional, and student staff.
• Read and maintain a working knowledge of the current job procedures and other materials provided by Residence Education.
• Other duties as assigned.

Remuneration:
• RA’s will be assigned to a private room (when available).
• RA’s receive a partial meal plan
• RA’s receive a stipend of $1500 per semester.