

# The Courtyards at UMD Resident Assistant Position Description

As the architect of the community, the primary responsibility of the Resident Assistant (RA) at The Courtyards at UMD is to develop community by bringing about the realization of the role of each individual within that community. Called upon to respond to changing needs and situations, the RA position is one that requires flexibility, adaptability, enthusiasm, and commitment, as well as strong administrative and peer counseling skills. The RA works to support the academic success and the personal growth of students in The Courtyards at UMD.

The RA is a part-time student position requiring a commitment of approximately twenty hours per week. Further, the RA is a member of our on-site team and is expected to contribute to the operational progress of the apartment community. As a member of the Courtyards Staff, the RA is responsible for establishing and maintaining a positive living environment for resident students. The RA is a 24-hour live-in student staff member responsible for community development activities and social programs, policy enforcement, property duty coverage, minor administrative functions, crisis intervention, and group and individual assistance. The RA reports to the Resident Director.

The following are the specific qualifications and general descriptions of the major areas of responsibility. Courtyards professional staff members may assign additional tasks as needed.

## OVERVIEW

### Qualifications

- A semester and cumulative grade point average of at least 2.5.
- Full-time enrollment as a degree-seeking student at the University of Maryland.
- Complete one semester of the RA Class sponsored by UMD during the Spring 2018 semester (sessions selected by ADRL).
- Be available to serve on the staff for a calendar year.
- **To ensure successful work performance and support RA availability, accessibility, and visibility, commitments beyond the RA position (student teaching, internships, second jobs, student leadership positions, etc), must have prior approval by the Assistant Director of Resident Life. These combined commitments are generally limited to 10 hours per week.**
- RA must be in good financial, academic, and disciplinary standing with the University. This includes standards set by the Code of Academic Integrity, the Code of Student Conduct, and the Courtyards at UMD lease. The academic, financial, and disciplinary standing of all RAs will be checked at the end of each semester.

### Terms of Agreement

- RAs are employed for a 12-month period, beginning May 2018 and ending May 2019. Specific dates for beginning and ending employment will be determined and communicated by the ADRL.
- Live in assigned RA room during contract period.
- Arrangements for extended leave (two or more nights) from the Courtyards must be made in advance with the Resident Director.

### Remuneration/Compensation

- A total yearly compensation package including housing concession and a stipend equaling approximately \$15,722: The stipend is adjusted according to the style of apartment in which the RA is living. Stipends are paid on a bi-weekly pay schedule.

### Time Commitments

- Attend scheduled weekly Resident Life staff meetings. Staff meeting times will be based on staff members' academic schedules only.
- Attend one-on-one meetings with the supervisor.
- Assist with opening and closing of the facilities and provide building coverage during all academic breaks (including Holidays and Spring Break).

- Responsible for weeknight and weekend duty coverage, as well as After Hours Desk coverage.
- Attend and participate in all staff training sessions. This includes, but is not limited to, Spring and Summer and in-services as requested by the Resident Director and Assistant Director for Resident Life.
- Be accessible and available to residents both on and off duty. RAs not on duty are expected to respond to incidents or situations which they observe or which are reported to them.
- RAs will be required to assist with special events, including but not limited to open houses, family weekend, and leasing events.

## **MAJOR AREAS OF RESPONSIBILITY**

### **Student Interaction and Community Development**

- Spend adequate time in the building becoming acquainted and developing relationships with residents.
- Assist residents with developing community by initiating activities throughout each semester and encouraging residents to attend community wide events.
- Plan, coordinate, and implement active and passive programs under the supervision of the Resident Director and Assistant Director for Resident Life.
- Show interest in residents' personal activities. Find ways to relate to residents based on their interests, establishing effective communication through listening, responsiveness, openness, availability, and approachability.
- Assess and interpret residents' interests and needs periodically and respond with appropriate programs and interventions.
- Conduct yourself in an honest, conscientious, and courteous manner at all times, showing respect for persons of all backgrounds, races, genders, interests and abilities. Resident Assistants are further expected to confront persons who do not exhibit this respect for individuals.
- Serve as a role model by abiding by all Courtyards and University policies, including the Code of Student Conduct and Code of Academic Integrity.
- Provide residents with information on the Courtyards and University services and refer residents to appropriate services.
- Interact with the Area Council and support their activities.

### **Administrative Responsibilities**

- Assist in implementing daily building operations and services.
- Check your email once daily and respond when necessary within 24 hours
- Follow-up on maintenance concerns, investigate damages, and write incident reports as necessary.
- Maintain confidentiality with regards to all student information and records.
- Complete required Grace Hill online learning modules as assigned.
- Work cooperatively with all Courtyards Staff members.
- Maintain on-going communication with the Resident Director, Assistant Director of Resident Life, and the Courtyards Office in regards to issues or concerns related to the residents or facilities.
- Support the goals and philosophies of the Courtyards

### **Student Conduct and Crisis Management**

- Ensure residents understand all Courtyards and University policies.
- Respond to violations of community standards and Courtyards and/or University policies or regulations.
- Record all necessary information in incident reports and RA duty log, and assist with follow-up action as requested by the Assistant Director for Resident Life.
- Respond to emergencies and crisis situations promptly as they occur, whether on or off duty.
- Maintain community safety and security.
- Assist roommates by mediating conflicts if they arise.
- Assume building duty coverage as scheduled by the Assistant Director of Resident Life.