

**Villanova University**  
**Office for Residence Life**  
**Resident Assistant Position Description**

The Office for Residence Life strives to create a welcoming residential community and to maintain a comfortable and safe environment for students residing in our residence halls. Resident Assistants are crucial to the success of these goals. Resident Assistants are the university's representatives to resident students, and consequently, they have broad responsibilities extending to all areas of the students' physical, social, academic, and emotional well-being. As such, the Office for Residence Life expects that students accepting these positions will exercise high standards of moral and ethical conduct in their performance both on and off campus and follow all university and residence life policies.

**Requirements**

- Status as a full-time Villanova student
- Good disciplinary history with the University
- Cumulative GPA of at least 2.5
- Appreciation for mission and values of Villanova University
- Minimum one semester of on-campus living experience preferred but not required

**Basic Position Responsibilities**

*1. Community Development*

- Develop a sense of unity among residents by facilitating the development of relationships among residents.
- Create a friendly, respectful, and considerate living environment.
- Solicit suggestions from floor/building residents and plan programs (Community Builders, or CBs) according to resident interests and needs.
- Plan and implement Community Builders, completing the required expectations as set forth during fall training. Submit programming paperwork via online form completed and in the expected time frame.
- Create door tags for residents as well as monthly bulletin boards
- Hold regular floor meetings to disseminate information, discuss concerns, and collect feedback.
- Communicate information to residents in a timely and appropriate manner

*2. Resident Relationships*

- Establish positive relationships with all residents of the hall, demonstrating availability and approachability to residents
- Learn the names of all residents on the floor/wing.
- Be aware of attitudes, possible adjustment problems and behavioral patterns of residents.
- Meet with residents who are experiencing concerns (roommate conflicts, personal issues, etc.) and refer them to the appropriate resource for assistance as necessary.
- Maintain appropriate relationships with residents in and out of the residence hall.

*3. Duty*

- Complete duty responsibilities as assigned to promote the safety and security of the community
- Post current duty schedule and emergency information outside room door and/or on floor bulletin board.
- In case of an emergency situation (i.e. weather emergency, blackout, campus disturbance or special event), be available for additional duty as needed/assigned by the Office of Residence Life.
- Assume duty coverage for vacation periods (i.e. Fall Break, Winter Break, Spring Break, Easter Break) as scheduled. A per diem will be provided for meals when the dining hall is closed during these time periods.

#### **4. Policy Enforcement and Safety**

- Abide by and enforce Residence Life and Villanova University Code of Student Conduct policies and report all violations of regulations.
- Confront inappropriate behavior and violations in an objective, consistent and respectful manner providing rationale for policies.
- Follow up with students who have violated policy.
- Treat information and incidents with the appropriate level of confidentiality.

#### **5. Leadership and Staff Support**

- Establish positive and effective working relationships with fellow staff members.
- Act as a team player by compromising for the good of the staff as appropriate.
- Give and receive constructive feedback regarding job performance.
- Participate in RA Interview process.

#### **6. Housing and Operations**

- Report damage to university property including fire equipment, alarm systems, common areas and bathrooms.
- Assist in preparation of halls for student occupancy by completing Room Condition Forms (RCFs). Coordinate initial distribution of keys or combinations and notify supervisor of withdrawals, unauthorized occupancies and no-shows.
- Conduct health and safety inspections before breaks as scheduled.
- Assist students when locked out of their rooms.
- Distribute break and closing information by the deadlines set forth by the Office for Residence Life. Conduct floor meetings prior to each break to share pertinent information and answer questions.
- Be available for hall opening in August and closing in May. Assist with check-in and check-out procedures and help students and their families with proper move-in/out expectations.

#### **7. Administrative Duties**

- Submit CB proposals and reports, duty logs, RA reports, incident/personal concern reports, roommate conflict and mediation forms, and maintenance requests timely and completely.
- Complete roommate contracts, Resident Connections forms, and no-show checks as required.
- Attend and contribute to weekly building meetings, monthly area meetings and regular one-on-ones with supervisors.
- Participate in Fall, Winter, and Spring RA Training and attend in-service trainings throughout the year.
- Maintain open communication with supervisors.
- Respond to requests for information in a timely manner.
- Check e-mail and office mailbox regularly and post all information and notices in timely manner.

#### **8. Ethics**

- Serve as a role model and representative of Villanova University both on and off campus.
- Maintain electronic responsibility as it pertains to the use of the internet and other forms of electronic communications (which includes, but is not limited to email, Facebook, Twitter, Instagram, etc.) As a representative and employee of the Office for Residence Life, RAs are expected to communicate positive reflection of role as a leader in the campus community.
- Demonstrate good use of personal judgment both on and off duty.
- Maintain a positive attitude toward the position, Residence Life, and the Villanova community

*This position description outlines the general nature and level of work assigned to individuals who function in this job. This description is not exhaustive; other duties and responsibilities may be assigned. Staff employees are vital to the mission of the University. Accordingly, Villanova confidently expects that all employees will so comport themselves as to assure the continuance and enhancement of the University's high purpose, traditions and community ideals*