

# **Office of Residential Life, Johns Hopkins University**

## **Resident Advisor Job Description (Homewood Campus)**

The Resident Advisor (RA) position is a multifaceted leadership position that requires skills in several different areas. The job description below is intended to give you a sense of the types of responsibilities you will have in the role. However, it is not an all-inclusive list of the responsibilities.

### **Minimum Qualifications**

Resident Advisors must have a 2.50 cumulative GPA at the time of employment and must maintain a minimum semester and cumulative 2.50 GPA while in the position. RAs need to be in good behavioral standing with the university and be full-time undergraduate students. GPAs and student conduct records will be checked throughout the entirety of employment. Due to the nature and responsibilities of the position, Resident Advisor positions are only open to students who will be undergraduate students for the academic year.

RA retention and reappointment begins immediately following the evaluation period in the fall semester and is contingent upon the Office of Residential Life's evaluation of overall job performance and the terms and conditions outlined in the RA Appointment Letter if/when offered a position. Individuals currently serving as RAs are eligible to reapply for a position the following year but are not guaranteed a position. Any RA desiring to return to the role must submit all required documentation by the established deadline in order to be considered for rehire.

### **Compensation**

*November 1, 2018* \*\*\*The compensation model for all Resident Advisors at the Homewood campus of Johns Hopkins University is currently under review. The Offices of Residential Life and Financial Aid will share the compensation details in the near future, as final preparations are being made to disseminate the information. It is our collective goal for all student applicants to make informed decisions around compensation and financial aid (if applicable) prior to engaging fully in the interviewing stages of the process. Please check back on the eRezLife Application website or the Residential Life homepage for updated information ahead of the RA Application deadline.

RA housing assignments are made to provide the best environment possible for the residents in the residence halls and apartment communities. For this reason and because RAs are called on to act in the case of any emergency situation on campus, the RAs are required to live in and compensated for a specific room designated by the Office of Residential Life. Each RA's capabilities and community preferences are taken into consideration when specific housing assignments are made. The RA's assignment/placement is for the entire Academic Year, but is subject to change (placement may be adjusted) at the discretion of the Office of Residential Life.

All RAs are given a choice of two specifically-curated Meal Plans. Anytime Dining plus \$225 Dining Dollars or 14 Meals per Week plus \$500 Dining Dollars. Dining facilities are places where community building occurs and our entire staff are provided meal plans to assist in facilitating spaces for relationship building and being visible as well.

## **Community Building & Support**

- Build a rapport with residents, fellow staff, peers, and JHU community members based upon mutual respect.
- Work to develop a sense of affinity and unity that allows residents to socialize and learn from each other.
- Provide residents with information on departmental, campus, and citywide resources and activities.
- Attend departmental, divisional, or University-sponsored events as needed or requested.
- Assist in the planning and coordination of Residential Life sponsored events and encourage residents to attend all departmental sponsored social and educational events.
- Facilitate the programs and touch points of the Residential Experience Plan outlined for you during training and in the RA Manual.
  - Consult with Residence Director to receive guidance and support on planning and implementing the Residential Experience Plan in your community.
  - Complete all related administrative tasks related to programmatic efforts.
  - Oversee the use of programming funds: Resident Advisors are responsible for making appropriate purchases and keeping track of monthly expenditures.
- Advertise, explain, and facilitate Blue Jay Conversations with each of your residents as designated by your Residence Director.
  - Interact daily with your residents to become a visible part of the community: (ex. conversations in common rooms or when passing by open doors, eating meals with your residents, invitations to events or campus happenings, etc.)
  - Use the time you spend with your residents to watch for and ask about problems or challenges that may be troubling students and to learn more about their individual needs in their community.
- Actively work to encourage residents to come to you and other Residential Life staff whenever they need guidance or support.
- Consult as needed with Residence Directors about residents who may benefit from case management, counseling, accommodations, or other student support resources.
- Consult with or make referrals to on-campus support staff in the Counseling Center, the Student Health and Wellness Center, Dean of Student Life Office, Housing Office, Student Leadership & Involvement, Student Disability Services, Office of Institutional Equity, Center for Student Success, and others as needed.

## **Crisis Management & Policy Enforcement Responsibilities**

- Always let residents know how to reach you or another staff member in an emergency.
  - Use your Locator Board. Inform and advertise the numbers for emergencies (i.e. Security, RA Duty Phone, Housing Operations, OIE, etc).
- Be familiar with all emergency support services on campus.
- Inform residents of emergency services available on campus. Inform residents of fire safety procedures and encourage them to take an active role in keeping safe.
- Inform the Residence Director or On-Call administrators of all emergencies within the designated and appropriate time period.
- Stress to residents the fundamental values of community living: respect, integrity, inclusivity, community, and leadership.
  - RA actions and interactions should reflect those values.
- Inform all residents at your first community meeting of the University policies governing alcohol, drugs, explosives, pets, fire safety equipment, vandalism, etc. and where to reference the Student Conduct Code and University Housing Policies.
  - Clarify and reiterate these policies as needed throughout the year.

- Complete Health & Safety Inspections with Housing & Residential Life staff in all resident rooms and suites once a semester as scheduled by Community Living.
- Actively work to create an atmosphere in which residents understand the value of policies and procedures as outlined in the Student Conduct Code and University Housing Policies and accept responsibility for their own actions and the actions of their guests.
- Enforce University policies by taking appropriate action per policies and procedures.
- Complete Communication Reports as necessary or instructed; inform on-call administrators of all policy infractions or crimes.
- RAs and Residential Life staff are considered Campus Security Authorities (CSAs, or "mandatory reporters") when employed and acting in their staff role according to state and federal law and University policy.
  - RAs must fulfill their specific responsibilities to report certain crimes to their supervisor or Residential Life staff designee for reporting to other campus authorities. (For more information about the responsibilities of a CSA, consult JHU's annual Safety, Security, and Fire Report.)

### **Administrative/Building Management Duties**

- Check JHU email daily for any/all emails from supervisors and staff from Residential Life and respond accordingly and as requested.
- Disseminate information to residents or to staff in a timely manner as directed by staff members in Residential Life.
- Complete all administrative tasks associated with the aforementioned job responsibilities.
  - Program Planning Reports and subsequent Program Evaluations
  - Weekly Reports
  - Duty Switch Forms
  - Evaluations (self, of supervisor, of department, etc)
  - Involvement in recruitment processes, programmatic efforts, inservices, etc.
  - Housing processes; occupancy checks, Room Condition Reports, etc.
  - Other forms as assigned by the Office of Residential Life
- Provide written and/or verbal feedback in a professional manner (both supportive and critical) to peers, supervisors, and department when needed and/or requested.
- Notify the Residence Director of all switches that occur without your prior knowledge. If residents are requesting room switches, you should first make concerted efforts to address concerns, examine roommate agreements, and come to solutions before referring to Residence Director for next steps.
- Notify the Residence Director immediately of any resident who moves out of your building. If your RD has knowledge of a resident moving in/out, that will be communicated to you.
- Report all maintenance requests in a timely manner. Report emergencies immediately and make certain there are accommodations given, especially for problems that occur after office hours.
- Follow up with the Housing Office on all maintenance repairs and housing-related services that are not complete within the expected length of time.
- Make certain that entry doors remain locked each night. Encourage residents to cooperate in keeping entry doors locked at all times. Complete lockouts per the Housing Lockout Policy and procedures.
- Perform all management tasks requested by staff of the Office of Residential Life and the Housing Office such as, but not limited to: posting notices or flyers, assisting with survey responses, residential or campus-wide emergencies, and assisting with special projects.

## Behavioral & Staffing Expectations

- The room you are assigned will act dually as a personal and workspace. This space will need to present a clean, organized, and odor-free environment. You should be able to host private conversations in your room without the distractions of clutter, trash, or unacceptable living conditions. Your room should always be able to meet the expectations of Health and Safety inspections and will be subject to inspections in the same manner as residents.
- Serve as a positive role model for residents by abiding by all University policies as well as federal, state, and city laws. This includes but is not limited to modeling appropriate and mature behavior both on and off campus as well as via digital and social media.
- In addition to abiding by the JHU Sexual Misconduct policy, as a member of the Residential Life staff, you should not engage in a sexual or romantic relationship with any students in the community in which you are appointed, for the duration of your employment so as to avoid the potential negative impact on the community.
  - If you are considering engaging in a sexual or romantic relationship with a resident, or if you are unsure if you are meeting the expectation of maintaining appropriate relationships with residents, you are to immediately discuss those circumstances with your supervisor.
  - For all of these reasons, sexual or romantic relationships—whether regarded as consensual or otherwise—between individuals in inherently unequal positions of perceived power should in general be avoided.
- RAs are a part of the first response team for all residential students and, as such, will be prepared to help in any emergency at any time of day or night, including meal times.
- Attend all training and staff development sessions, all staff meetings, and supervision meetings.
  - Exceptions will be granted only for courses required for graduation that only meet during the training time, and there is no prior or future opportunity available for student to take the class and/or meet the requirement. Approval must be obtained from the Office of Residential Life *before* registering for a class, meeting, or exam (i.e. MCAT, LSAT, etc.) during the reserved time.
- Follow the semester on-call/duty schedule and adhere to all procedures and emergency protocols as scheduled.
- RAs may be asked to stay for portions of Thanksgiving break, Intersession, and/or Spring Break. During such breaks, coverage constitutes being available to the assigned floor/buildings, residing in your assigned room, carrying an on-call cell phone, performing rounds as well as fulfilling any programmatic responsibilities as planned.
  - No travel plans should be made until duty coverage has been assigned or approved by supervisor.
- Acknowledge and adhere to planning all travel and other commitments around the *Required Dates for all Residential Life student and professional staff*, which is available on the eRezLife Application website and will be provided along with the RA Appointment Letter for review. Please note that dates are subject to change.
- *Other duties as assigned*