

# **Resident Advisor Job Description**

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## **Marymount Manhattan College, Office of Residence Life**

Resident Advisors provide support in assisting students in achieving personal, social, and academic goals, as well as helping them to develop skills essential to productive citizenry and ensuring the safety and security of the community. During the academic year, RAs are expected to commit an average of 20 hours per week to the RA position.

### **Qualifications:**

- Enrollment as a full-time MMC student
- Lived on campus at MMC for at least one semester
- Semester and cumulative GPA of 2.8
- Be in good disciplinary and financial status with the College
- Ability to attend and participate in all selection and training events
- Excellent communication and teamwork skills
- Approachable, flexible, and helpful attitude
- Ability to effectively mediate problem situations
- Must be able to maintain confidentiality
- Knowledge of campus and department policies and regulations
- Ability to work with professionalism amongst your peers
- Can have no other on-campus employment, except for note-taker

### **Description of Duties:**

- RAs are required to attend all training sessions, in their entirety, including, but not limited to: pre-semester training (August and January) and monthly In-Services to occur on dates to be determined.
- RAs are required to complete all administrative tasks assigned to them in a timely manner.
- RAs are expected to serve in a duty rotation requiring them to be in their hall for the duration of their duty- this will include weekends, breaks, and holidays.
- RAs must be available for weekly staff meetings.
- The RA is expected to know each resident on their floor. Daily presence on the floor is expected.
- RAs are expected to coordinate check in/ out efforts both during the semester and at the beginning and end of the year for residents: This means arriving before the semester begins and remaining after the semester ends.
- Conduct room inspections to ensure all housing and safety codes are adhered to.
- Communicate with appropriate staff regarding maintenance/ custodial issues and resident concerns.
- Participate in staff selection sessions in fall and spring, Open House events, Friends and Family weekend, and other campus activities.
- Plan and host programs to facilitate the development of the community and its members
- Maintain daily contact with supervisor: this includes checking phone messages, mailbox, and student email on a daily basis.
- Serves as a role model for the campus community, setting a good example for the residents in terms of room cleanliness, concern for the residents, successful academics, participation in the community, etc.
- Be able to respond to emergency situations, even when not on call.
- Must be able to lift 50 pounds and/ or assist in moving furniture to meet student and department needs.
- Enforce college and department policies and regulations
- Assist in roommate mediations to open communication and form a strong community within each living space
- Other duties as assigned.

### **Remuneration:**

- Housing grant for one space in the residence hall (55<sup>th</sup> Street, Cooper Square or an additional residence hall if necessary )
- A stipend, paid 6 times during the year

### **How to apply:**

Complete the RA application and submit to the Office of Residence Life via [RA Application Google Link](#). You will be contacted to sign up for an interview once you submit your application. Interviews are necessary for employment.

**Applications due: By 5 pm on Thursday, April 8**

**Virtual Interviews: April 12-16**