The following job description outlines the functions of a Resident Advisor (RA). While this description is general enough to apply to all RAs, individual RAs may be expected to perform additional functions that meet the specific needs of a given hall, house, apartment cluster, or community.

Expectations for this position begin immediately upon submission of the acceptance form.

Eligibility Requirements

- Must be enrolled at UCI in a minimum of 12 units per quarter (undergraduate) or 9 units per quarter (graduate) during the academic year and maintain full-time student status.
- Must have a minimum 2.4 cumulative GPA throughout employment. “Themed Communities” may have higher GPA requirements.
- Must be in good financial and judicial standing with Student Housing and the University.
- Must live in assigned residence in designated Resident Advisor room during time of employment.
- Must pass a background check.
- Must provide proof of eligibility to work in the U.S.

Outside Employment & Activities

- It is agreed that the RA job is the primary job and takes precedence over other employment or organizational involvement during the term of this agreement.
- All current and future employment or organizational involvement must be discussed with supervisors before accepting.

Role Modeling

- Display attitudes and behavior that support the policies and philosophy of Student Housing and UCI.
- Uphold and follow all Student Housing and University policies.

Community Development & Peer Advising

- Develop a community that is positive, supportive, inclusive, and fosters academic success.
- Promote an attitude of respect toward diverse races, ethnicities, religions, cultures, genders, sexual orientations, and other forms of diversity within the community.
- Work collaboratively with students to create an environment that respects the rights of others and promotes consideration of individual needs in a group living environment.
- Mediate and manage conflict between members of the community.
- Be regularly available and approachable to residents.
- Be sensitive to the needs and concerns of residents.
- Support residents in their personal growth by helping them develop skills in problem-solving, interpersonal communication, and conflict resolution.
- Maintain confidentiality, when appropriate, and abide by the Family Educational Rights and Privacy Act (FERPA).
• Report up as required by the Responsible Employee standards, Clery Act, the Child Abuse and Neglect Reporting Act (CANRA), and any additional policies, as appropriate.
• Refer residents to appropriate resources as needed.

Emergency Response & Duty
• Provide emergency response and on-call crisis management throughout the academic year.
• Serve in a rotating schedule for after-hours response and fulfill the requirements of duty coverage, rounds, and lock-up during the week and on weekends as assigned.
• Provide duty coverage during campus closures/holidays as assigned.

Crisis Intervention
• Approach crisis in a preventative, proactive manner by discussing potential issues with your supervisor immediately.
• Understand and communicate disaster response procedures.
• Respond immediately to safety and health emergencies from residents, UCI Police, and other University units, as requested.
• Coordinate emergency response in collaboration with emergency personnel including UCI Police, Orange County Fire Authority, and paramedics.

Policy Education & Enforcement
• Understand Student Housing and University policies as outlined in the Policies and Procedures Applying to Campus Activities, Organization, and Students, Undergraduate Student Housing Policies, and Housing contracts and/or lease agreements with residents and organizations.
• Educate residents on Student Housing policies and guidelines, their rationale, and the conduct process.
• Consistently respond to behaviors that are inappropriate or in violation of Student Housing or University Policies.
• Document and communicate incidents to appropriate professional staff in a timely manner.

Programming
• Actively participate and assist with Welcome Week, community government, and Residence Hall Association programs throughout the year.
• Plan, publicize, coordinate, and evaluate educational and social programs that address community needs.
• Advertise and support community and on-campus events on a regular basis.
• Create passive programming / update bulletin boards as assigned.

Administration
• Complete various administrative tasks accurately, completely and promptly.
• Attend and participate in weekly staff meetings and 1-on-1 meetings with your supervisor.
• Conduct room/apartment checks upon move-in and move-out of residents.
• Reconcile roster with residents actually living in the hall, house or apartment cluster.
• Conduct a regular walk-through of hall, house or apartment cluster to identify maintenance, custodial and safety/security issues.
• Retrieve items from RA mailbox daily and post notices upon returning to the hall, house or apartment cluster.
Other Staff Responsibilities

- Participate in all community openings, closings, trainings, RA recruitment and selection, and mandatory events as scheduled.
- Fall Training is mandatory, and is typically eight hours a day for the three weeks prior to Move-in, which may include additional training in the evenings and weekends.
- Student staff cannot take Summer Session II classes because it conflicts with Fall Training.
- Maintain professional working relationships with other staff members. Work to resolve concerns or conflicts with other staff. Discuss situations with supervisor as appropriate.
- Be available for a weekly two hour staff meeting (typically Tuesdays from 5:00pm to 7:00pm).
- “Themed Communities” may have additional requirements/responsibilities.
- Perform additional duties as assigned.

Remuneration

- Remuneration will consist of room and board (meal plan for communities with a Dining Commons or food stipend for communities without a Dining Commons), with exception of during University closure dates.
- Compensation for this position may impact your financial aid package. Please be sure to contact the Financial Aid Office to determine if and/or how your package may be impacted before you accept a position.