

Northwestern | STUDENT AFFAIRS

Residential Services

Office of Residential Experience

Resident Assistant (RA) Position Description

The employment period is from August 28, 2023 – June 12, 2024**

General Summary

The RA is an essential member of Northwestern's Residential Services team whose primary role is to create safe and inclusive communities that foster student success by facilitating the social, academic, and personal transition of residential students as they enter and move through their Northwestern experiences. RAs provide support and encouragement, as well as facilitate programs and services designed to both respond to student needs as well as to provide opportunities for education and personal growth. RAs must be comfortable interacting with University officials, faculty, parents, and guests. RAs report directly to a Resident Director or Assistant Resident Director, and work with the Residential Experience Leadership Team to advance the mission and values of Residential Services.

General Responsibilities and Duties

1. Community Development: (20%)
 - a. Develop relationships through intentional interactions with assigned residents and be able to communicate interactions with supervisor.
 - i. Build community by implementing components of the Residential Experience Framework, including area and community development programming, intentional interactions, community meetings, and roommate/suitemate agreements
 - b. Develop relationships with and between residents in assigned floor/wing, building and area.
 - c. Submitting work requests for facility issues. Assist residents with submitting work requests for their specific spaces.
2. Plan and implement programs that meet the needs of the community, as well as support Area Programs, Area Offerings, and departmental initiatives. Collaborations should include but are not limited to the Area Leadership team (Faculty in Residence, Resident Directors and/or Assistant Resident Directors) and elected student leaders. (20%)
 - a. Create a welcoming and supportive environment for residents through active and passive programming.
3. Communicate regularly with Resident Directors, Assistant Resident Directors, RAs, and central office staff. Complete administrative tasks, including but not limited to weekly team and supervisor meetings, paperwork, and trainings. (15%)
4. Serve on a duty rotation and provide Area Desk coverage: (20%)
 - a. Ensure safety, security, and policy enforcement within the residential space while on duty during weekdays and weekends during the academic year, as well as work portions of break periods when needed.
 - b. Complete duty rounds of area on nights and weekends. Two rounds Sunday-Thursday nights and three rounds on Friday/Saturday nights. Additional rounds may be needed at the discretion of the Resident Director.

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- c. Work at the area desk, providing customer service and a welcoming atmosphere to all.
5. Submit reports to the RD with details of incidents. Respond to both emergency and non-emergency situations. Properly confront, refer, and report incidents. (10%)
6. Attend department trainings, including but not limited to the Gregg Kindle Distinguished Lecture Series, summer online training, fall training (which may include off-site training), and regular RA in-services. (10%)
7. Collaborate with Residential Services in support of hall openings/closings, as well as midyear moves. Ensure proper key/key card distribution/collection and verify occupancy as needed. (5%)
8. Perform other duties as assigned.

Mandatory Dates

The appointment period is from August 28, 2023 – June 12, 2024**. RA staff must be fully available for the entire training period. RA staff are not permitted to participate in other activities throughout RA training and openings, August 28 through September 18, 2023**. RA appointments are for one academic year. RAs must be in good standing (i.e. no significant performance concerns or current outstanding and significant conduct cases) in order to apply. All dates are subject to change.

RAs must be available to attend the following functions on the following dates. ***All dates are subject to change*****

Summer Return Dates:

- RA Move in: Monday, August 28, 2023 (must be moved in between 12:00 Noon-5:00pm CST.)
- RA Fall Training Dates: Monday, August 28, 2023 – September 18, 2023
- Wildcat Welcome: September 11 – September 18, 2023
- Resident move in days: Monday, September 11 (first-year students), Saturday, September 16, 2023 (returning students)

Staff Meetings:

- Every Wednesday from 9:30 pm to 11:30 pm (individual team meeting times may shift based on team availability, but all RAs must have this time available)

All Hall Opening and Closings

- Fall Opening (New Students): Monday, September 11, 2023
- Fall Opening (Returning Students): Saturday, September 16, 2023
- Fall Closing: Saturday, December 9, 2023
 - RAs can leave after 12:00 p.m. on Sunday, December 10, 2023 with RD permission
 - All Winter quarter preparations must be complete before departing for break
- Winter Opening: RAs return by 8:00 a.m. on Monday, January 1, 2024 (halls reopen at Noon)
- Winter Closing: Saturday, March 16, 2024
 - RAs can leave after 12:00 p.m. on Sunday, March 17, 2024
- Spring Opening: Sunday, March 24, 2024 at 12:00 p.m.

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- RAs must return by 8:00 a.m. on Sunday, March 24, 2024
- Spring Closing: Saturday, June 8 (12:00 p.m.) and Tuesday, June 11, 2024 (12:00 p.m.)
 - RAs can depart beginning 9:00 a.m. on Wednesday, June 12, 2024, departure completed by 12:00 (noon)

Additional Dates

- RAs may be responsible for covering some break shifts over Thanksgiving and Spring Break
- Staff Selection: February 21 – February 23, 2024
- Dillo Day Weekend: TBD (late May)

Minimum Qualifications

1. Be a full time, degree seeking undergraduate Northwestern student, enrolled in courses each quarter
2. One year of living on campus, or similar experience (upon starting the role)
3. Have a minimum quarterly and cumulative GPA of 2.5 or above
4. Be in good academic and conduct standing. Good standing means you are not on probation.
5. First year RAs cannot participate in opportunities that require significant time off campus including, but not limited to; Chicago Field Studies, Internships, or student teaching.

Physical Requirements

This position requires frequent overnight response to student emergencies which includes interrupted sleep and ability to wake up from a phone call while sleeping, as well as the ability to lift up to 10 lbs., and be able to walk up and down stairs.

Compensation

RAs are provided a stipend to pay for their single room at a rate of \$9500, paid over a 10-month period (September-June tentative plan), an Open Access Meal Plan (when the meal plan is in service). RAs also receive earnings of \$600/Fall Quarter, \$450/each Winter & Spring Quarters (\$1,500/academic year) when employed.

RA Compensation May Impact Your Financial Aid Award

See the 2023-2024 Financial Aid and Resident Assistant information available on the [Undergraduate Financial Aid Website](#).

Additional Information

Northwestern University is an equal opportunity, affirmative action educator, and employer. Northwestern University does not discriminate against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, or other protected group status in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.

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Residential Life invites you to approach us early in the application process if you may require housing accommodations. Housing accommodation requests must be submitted on the Residential Services website. In addition, we welcome you to work with us and the Office of Equal Opportunity and Access (eeo@northwestern.edu; 847-491-7458) if you think you may require a work-related accommodation.

Applications for new Resident Assistant Candidates are due on Friday, January 20, 2023. Interviews will take place February 15-17, 2023.

Current RAs must be in good standing (i.e. no significant performance concerns) in order to reapply. Applications are due at 11:59 p.m. on Friday, February 17, 2023.