

Resident Assistant (RA) Description

The role period is from September 2, 2025-June 17, 2026**

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: (35%)
 - 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. 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.
 - d. Create a welcoming and supportive environment for residents through active and passive programming.
2. Communication: (15%)
 - a. 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.
 - b. Submitting work requests for facility issues. Assist residents with submitting work requests for their specific spaces.
3. Serve on a duty rotation in your assigned Area and provide Area Desk coverage: (25%)
 - 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. Duty nights and weekends as assigned. Duty is from 8:00 p.m.-8:00 a.m. during the weekdays and 24 hours on the weekends.
 - i. Complete walking duty rounds of assigned 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.

- c. Work at the area desk, providing customer service and a welcoming atmosphere to all.
4. Administrative Responsibility: (20%)
 - a. Submit reports to the RD with details of incidents. Respond to both emergency and non-emergency situations. Properly confront, refer, and report incidents.
 - b. Attend department trainings, including but not limited to the Gregg Kindle Distinguished Lecture Series, fall training (which may include off-site training), and regular RA in-services.
 - c. 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. Perform other duties as assigned. (5%)

Continuous Housing Duties (select candidates)

1. During the application process, candidates will be asked to indicate interest in Continuous Housing. RAs in Continuous Housing agree to additional duties that take place over the December Winter Break period which requires the RA to stay on campus. Duties during this time may include;
 - a. An assigned number of days on duty based on the total number of days the residence halls are closed during Winter Break. A minimum of 1 RA will be on duty each day and evening, in general these are 12-hour shifts
 - b. A minimum of 1 active community program per RA during the Winter Break period
 - c. A minimum of one community large meal during the Winter Break period. All Continuous Housing RAs will plan this event together with the supervising RD(s)
 - d. Additional compensation for meals and stipend will be provided, amounts are TBD.

Important Dates

The appointment period is from September 1, 2025 – June 17, 2026.** Resident Assistants must be fully available for the entire training and opening period and **may not** participate in other activities/employment (September 1, 2025 – September 16, 2025**). This includes but is not limited to: NU Marching Band, NU Athletics, and Peer Advisors. 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) to apply.

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

Summer Return Dates

- All RAs Move in: Saturday, August 30, 2025-Monday, September 1, 2025 by 12:00 p.m. (Noon)
- RA Fall Training Dates: Monday, September 1, 2025 – Monday, September 8, 2025 & September 11-13, 2025
- Wildcat Welcome: Wednesday, September 10, 2025 – Monday September 15, 2025

- Resident move in days: Tuesday, September 9, 2025 (first-year students); Saturday, September 13, 2025 (returning students)

Team Meetings

- Every Wednesday from 9:30 p.m. – 11:30 p.m. (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): Tuesday, September 9, 2025
- Fall Opening (Returning Students): Saturday, September 13, 2025
- Fall Closing: Saturday, December 13, 2025
 - RAs can leave after 12:00 p.m. on Sunday, December 14, 2025, with RD permission as long as they are not assigned to a Continuous Housing location.
 - RAs in Continuous Housing (1871 Orrington, 710 Emerson, and 1856 Orrington) are expected to work over Winter Break with additional compensation provided.
- Winter Opening: Saturday, January 3, 2026, at 12:00 p.m.
 - RAs return by 5:00 p.m. on Friday, January 2, 2026
- Spring Quarter:
 - RAs must return by 8:00 a.m. on Monday, March 30, 2026
- Spring Closing: Saturday, June 13, 2026, at 12:00 p.m. **AND** Tuesday, June 16, 2026, at 12:00 p.m.
 - RAs can depart beginning 9:00 a.m. on Wednesday, June 17, 2026; departure completed by 12:00 p.m.

Additional Required Dates

- RAs may be responsible for covering some break shifts over Thanksgiving and Spring Break
- Resident Assistant Selection: February 2026
- Dillo Day Weekend: TBD (late May 2026)

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 role 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 with a stipend to pay for their single room at a rate of \$9,500, paid over a 10-month period (September-June) and an Open Access Meal Plan (when the meal plan is in service). RAs also receive earnings of \$600/Fall Quarter, \$450/each Winter and Spring Quarters (\$1,500/academic year).

Senior Resident Assistants (SRAs) are provided a stipend to pay for their single room at a rate of \$9,500, paid over a 10-month period (September-June) and an Open Access Meal Plan (when the meal plan is in service). SRAs also receive earnings of \$1,200/Fall Quarter, \$900/each Winter and Spring Quarters (\$3,000/academic year).

RA Compensation May Impact Your Financial Aid Award

See the 2025-2026 Financial Aid and Resident Assistant information available on the [Undergraduate Financial Aid Website](#) (updated in late 2024).

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.

Residential Services asks that you if you require a housing accommodation to request one early in the process and no later than January 13, 2025. Housing accommodation requests must be submitted on your Residential Services Housing Portal prior to Resident Assistant Selection. Further, they must be resubmitted each year. Accommodation requests received after January 13, 2025 cannot be guaranteed. Information about requests generally made can be found at <https://www.northwestern.edu/living/current/housing-dining-accommodation-requests.html>.

Applications for new Resident Assistant candidates are due on Friday, January 17, 2025, at 11:59 p.m. Interviews for new candidates will be held virtually Monday, February 10-Thursday, February 14, 2025.

Current RAs must be in good standing to reapply with supervisor support. Current Resident Assistants are not guaranteed a returning placement. If you are planning to return to the Resident Assistant role and are interested in serving as a Senior Resident Assistant (SRA), your Intent to Return is due on Friday, January 24, 2025. All other Intent to Returns are due on Wednesday, January 29, 2025, at 4:00 p.m.