

Resident Assistant (RA) Position Description

The employment period is from August 30, 2021 – June 15, 2022

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 an Assistant Resident Director, and works with the Residential Life Leadership Team to advance the mission and values of the Office 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.
 - b. Build community and identify trends within the residential area/hall/floor.
 - c. Create a welcoming and supportive environment for residents through active and passive programming,
 - d. Submitting work requests for facility issues.
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%)
3. Communicate regularly with Resident Directors, team, 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 need.
 - 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.
 - c. Work 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 Student Leadership Summit, summer online training, fall training (including off-site fall 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 30, 2021 – June 15, 2022. 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 31, 2021 through September 13, 2022. RA appointments are for one academic year. RAs must be in good standing (i.e. no significant performance concerns or current outstanding 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.**

Spring Commitments:

- 2021 Student Leader Summit: Saturday, May 15, 2021

Summer Return Dates:

- RA Move in: Monday, August 30, 2021 (must be moved in by 12:00 PM)
- RA Fall Training Dates: August 31 – September 13, 2021
- Wildcat Welcome: September 13 - September 20, 2021
- Resident move in days: September 12, September 13, September 17, 2021

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): Sunday, September 12 & Monday, September 13, 2021
- Fall Opening (Returning Students): Friday, September 17, 2021
- Fall Closing: Saturday, December 11, 2021
 - RAs can leave after 12:00 p.m. on Sunday, December 12, 2021
 - All Winter quarter preparations must be complete before departing for break
- Winter Opening: RAs return by 8:00 a.m. on Saturday, January 1, 2022
- Winter Closing: Saturday, March 19, 2022
 - RAs can leave after 12:00 p.m. on Sunday, March 20, 2022
- Spring Opening: Sunday, March 27, 2022 at 12:00 p.m.
 - RAs must return by 12:00 p.m. on Sunday, March 27, 2022
- Spring Closing: Saturday, June 11 (12:00 p.m.) and Tuesday, June 14, 2022 (12:00 p.m.)
 - RAs can depart by 9:00 a.m. on Wednesday, June 15, 2022

Additional Dates

- RAs may be responsible for covering some break shifts over Thanksgiving and Spring Break
- Staff Selection: February 16 – February 19, 2022
- Dillo Day Weekend: TBD

Minimum Qualifications

Be a full time, degree seeking undergraduate Northwestern student, enrolled in courses each quarter
One year of living on campus, or similar experience (upon starting the role)*

Have a minimum quarterly and cumulative GPA of 2.5 or above

Be in good academic and conduct standing. Good standing means you are not on probation.

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.

*Waived for the 2021-2022 RA selection process due to circumstances surrounding COVID-19.

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 single room (located in a central hub within close proximity to residents) and an Open Access Meal Plan (when the meal plan is in service). RAs also receive earnings of \$500/quarter (\$1,500/academic year) when employed.

RA Compensation May Impact Your Financial Aid Award

See the 2021-2022 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.

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.

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 February 12, 2021.