

Resident Assistant (RA) Position Description

The employment period is from August 26, 2017 – June 24, 2018

General Summary

The RA is an essential member of the Northwestern Residential Services staff whose primary roles is to facilitate the social, academic, and personal transition of residential students to the Northwestern Community. RAs provide caring support and encouragement, as well as facilitate programs and services designed to both respond to student needs as well as to educate. RAs must be friendly, mature, responsible, and articulate. RAs must be comfortable interacting with university officials, faculty, parents, and guests. RAs report directly to a Residence Director or Assistant Residence Director, and indirectly to the Assistant Directors and Director of Residential Life. RAs work collaboratively with all Residential Services staff.

General Responsibilities and Duties

1. Develop relationships through intentional interactions with residents in the neighborhood to build community and identify trends within the residential neighborhood/hall/floor. Create a welcoming and supportive environment for residents through bulletin boards and door decs. (20%)
2. Communicate regularly with supervisor, staff team, and central office staff. Complete administrative tasks, including but not limited to weekly staff and supervisor meetings, paperwork, and staff trainings. (20%)
3. Plan and implement programs that meet the needs of the community, as well as support department initiatives and large-scale programs. Collaborations should include, but are not limited to Neighborhood Council(s), Residential College Board (if applicable), the Residence Hall Association, Counseling and Psychological Services, Student Assistance and Support Services, and Residential Academic Initiatives. (15%)
4. Serve in a duty rotation to ensure safety, security, and policy enforcement within the residential area, including weekend day duty. Submit reports to supervisor with details of incidents. Work day duty on weekends during the academic year, as well as work portion of break periods, when needed. (15%)
5. Respond to both emergency and non-emergency situations, properly refer and report incidents. (10%)
6. Attend department trainings, including but not limited to, spring RA class (new RAs and mid-year hires), Summer Online work, Fall Training (Include off-site fall Training), and monthly all staff meetings. (10%)
7. Staff the neighborhood desk, providing customer service and a welcoming atmosphere to all. (5%)
8. Collaborate with Residential Services in support of hall openings/closings, as well as midyear moves. Ensure proper key distribution/collection, and submit maintenance requests as needed. (5%)
9. Perform other duties as assigned.

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
Have a minimum quarterly and cumulative GPA of 2.5 or above

Be in good academic and conduct standing. Good conduct 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.

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 RA meal plan, (when meal plan is in service). RAs also receive earnings of \$500/quarter (\$1,500/academic year) when employed.

At Will Employment

RAs are considered an employee at will. Either the staff member or Northwestern University may end the employment relationship at will, with or without cause or advance notice, at any time during or after the orientation and review period. (NU Staff Handbook, page 2.12)

Mandatory Dates

The employment period is from August 26, 2017 – June 24, 2018. 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 26, 2017 – September 18, 2017. RA appointments are for one academic year. RAs must be in good employment standing (i.e. no significant job action) in order to reapply. 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.***

- RA Class: Spring 2017 quarter
- Mandatory Job Training: May 17, 2017: 9:00-10:30 PM
- RA Move in: Friday, August 25 - Sunday, August 27, 2017 (must be moved in by 6:00 PM)
- RA Fall Training Dates: August 27-September 14, 2017
- Wildcat Welcome: September 11-18, 2017
- Move in days: September 9-11 and Sept 15-18, 2017
- All Staff Meetings: Wednesday evenings from 9:30-11:00 PM
- All Hall Opening and Closings
 - Fall Opening (New Students): Monday, September 11, 2017
 - Fall Opening (Returning Students): Friday, September 15, 2017
 - Fall Closing: Saturday, December 9, 2017
 - Winter Opening: Sunday, January 7, 2018
 - Winter Closing: Saturday, March 24, 2018
 - Spring Opening: Saturday, March 31, 2018
 - Spring Closing: Saturday, June 16 and Saturday, June 23, 2018
- RAs are responsible for their assigned desk shifts during Thanksgiving and Spring Break.
- Staff Selection: TBD
- Dillo Day Weekend: TBD
- Senior Week: June 16-22, 2018

Financial Assistance Agreements May Impact Financial Aid Award

See the 2016-2017 Financial Aid and Resident Assistant form available on the Residential Services 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 and contact AccessibleNU (accessiblenu@northwestern.edu; 847-467-5530) if you think you may require a housing accommodation. 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 employment standing (i.e. no significant job action) in order to reapply. Applications are due 11:59 pm January 15, 2017.