

Job Description

Resident Assistants (RAs) are undergraduate student staff residing in The Suites at Laker Landing, dedicated to fostering robust and supportive residential learning communities that complement and extend classroom experiences. RAs are entrusted with the responsibility to cultivate environments within the residence halls that bolster students' academic advancement and overall success. This includes encouraging residents' intellectual engagement, facilitating opportunities for self-discovery and growth, fostering inclusive environments that celebrate diversity, and knowing and directing residents to appropriate support services when needed. Additionally, RAs actively engage in floor activities, have a deep knowledge of college policies, make themselves available to students, and promote a culture of student responsibility and accountability.

Job Responsibilities

Leadership

Leadership is a cornerstone of the Resident Assistant (RA) role, requiring individuals to assume positions of responsibility and exercise authority when necessary. As leaders within the residence hall, RAs are entrusted with the following expectations:

- Assume a primary leadership role, serving as role models for responsible behavior and personal integrity, while exercising good personal judgment.
- Know and educate residents about FLCC policies and procedures, community standards (i.e., Student Code of Conduct Policy and Grievance Procedures, Association Housing Rules and Regulations), and other policies related to The Suites and College life.
- Develop strong facilitation, effective communication, and other leadership skills by participating in leadership training (including fall and spring training, in-service training during the academic year, reading the written training materials for residence staff).
- Know and educate residents about the College emergency response protocols and procedures.
- Support and advise other RAs by attending floor meetings and programs.
- Assist housing staff in crises (i.e., fire, and other emergencies), as appropriate and based on training protocol.

Supporting the Academic Mission

In support of the College mission and the academic progress of their residents, RAs are expected to do the following:

- Be knowledgeable about the academic services available to support student success (i.e., MyFLCC, Academic Success and Access Programs (ASAP), Academic Advising, Career, & Transfer Services (AACTS), The Center for Student Well-Being)
- Help create residential environments that are conducive to studying and promote academic success.

Building Community

RAs are entrusted with the responsibility of fostering a residence environment where all views, regardless of popularity, can be voiced, heard, and respectfully explored. To achieve this, RAs are expected to:

- Help establish community norms and ground rules to ensure open and honest communication, tolerance of and respect for diverse viewpoints, and responsible student conduct.
- Be sensitive to the needs of all groups in the residence hall and help residents to be aware of others.
- Coordinate programs and promote informal and formal discussions about campus life, national and international issues (including culture, values, beliefs, social, political, and ethical issues), as well as cultural awareness, sexual orientation, religious beliefs, and other diversity issues to promote educational inquiry and tolerance of others.
- Mediate conflict and help residents take responsibility for their behavior and its effect on the community.
- Invite faculty and staff into the residence hall and create opportunities for faculty and staff to engage the resident community.
- Share their intellectual and academic interests with residents and encourage residents to discuss their academic interests, experiences, goals, and future plans.

Advising and Referrals

Residents seek advice from their RAs, and specific responsibilities include being able to do the following:

- Develop the capacity to listen and understand, and to be flexible and open-minded in responding to student needs and concerns.
- Encourage and assist individuals in finding their own solutions.
- Refer freely to residence, campus, and community resources.
- Develop trust and maintain confidentiality in the RA role.
- Have familiarity and be knowledgeable of campus offices and services and appropriately direct residents when necessary for assistance.

Administrative Responsibilities

RAs are expected to complete the following administrative tasks in a timely and efficient manner:

- Participate fully in the opening and closing of the residence.

- Provide front desk coverage on a scheduled, rotating basis.
- Provide on-call coverage on a scheduled, rotating basis.
- Check in daily at The Suites at Laker Landing Resident Director's Office.
- Check email TWICE daily.
- Plan programs in a timely manner using appropriate forms
- Ensure that floor members receive information about College and Residential policies.
- Distribute materials from The Suites at Laker Landing Resident Director's Office and other official College material.
- Post fliers about campus and floor events.
- Assume responsibility for floor security, including use of the master key, and evening lockup.
- Participate in housing staff evaluations.
- Assist with RA staff selection.
- Complete Incident Reports accurately and timely
- Help with additional tasks as assigned

Personal Conduct

RAs are Association staff and are expected to always be professional, on duty or not. RAs serve as role models for the residents and are expected to do the following:

- Know and abide by College policies including but not limited to the Student Code of Conduct Policy, Grievance Procedures, Crisis Response Procedures, Housing Rules and Regulations, and the Housing License.
- Be responsible and professional residence community leaders.
- Exercise common sense and mature, sound judgment in their interactions or relationships with residents, both on and off campus.

Team Skills

To work effectively with their residential team, RAs are expected to do the following:

- Attend and contribute to regularly scheduled staff meetings.
- Work cooperatively with staff on projects and shared tasks.
- Offer and accept constructive feedback.
- Act as a liaison between the Housing and Residential Life Office and the residents.

Employment Qualifications

FLCC students are welcome to apply for RA positions upon meeting the following qualifications:

- **Must have a minimum of a 2.0 cumulative grade point average.** *Exceptions will be reviewed case-by-case by the Director of Housing and Residential Life or designee.*
- **Must have a minimum of 12 credit hours completed at FLCC, before initial hiring.** *Exceptions will be reviewed case-by-case by the Director of Housing and Residential Life or designee.*
- **RAs must be registered as a full-time student during their appointment.** *Full-time is defined as 12 or more credit hours per semester*
- **Must be available for employment for two semesters upon initial hiring.** *Exceptions will be reviewed case-by-case.*
- **The RA position is approximately 15-20 hours a week. RAs may only have additional employment with permission of Housing.** *Additional approved employment is limited to 15-20 hours per week. The RA position must remain the priority, only superseded by academics.*
- **RAs must be in good academic standing relative to the College's Standards of Progress.** *Exceptions will be reviewed case-by-case by the Director of Housing and Residential Life or designee. Candidates who are on academic probation are not eligible for an RA position. If a student is placed on probation or is academically dismissed during their service as a Resident Assistant, this may be grounds for termination.*
- **RAs must be in good Judicial Standing.** *Exceptions will be reviewed case-by-case by the Director of Housing and Residential Life or designee. Candidates who are on housing probation are not eligible for an RA position.*
- **RAs must have a social security number.** *Non-US citizens must have a current and appropriate visa. In addition, proof of employment eligibility is required by the Immigration Reform and Control Act of 1986. All F1-Visa holders are responsible for maintaining their status.*
- **RAs are required to live on the floor and designated 4-bedroom suite to which they are assigned.**
- **RAs are required to attend and participate in all scheduled RA training and staff retreats.**
- **RAs are expected to abide by all FLCC policies and procedures and may not break the law.**
- **RAs are expected to prioritize the position over executive or officer positions in other clubs or organizations.** *Participation in extracurricular activities and groups is encouraged with the expressed understanding that the RA position; all duties, responsibilities, and expectations are of priority.*
- **RA must have reliable means of communication.** *This includes being able to be reached by phone call.*

RA Compensation:

- **RAs will receive free housing (room) in a four-bedroom suite** *(valued at \$8,490 *2023-2024 academic year)*
- **RAs will also receive a dining package.**