

Resident Assistant (RA) – Position Description & Responsibilities, AY 2020-2021

The function of the Resident Assistant (RA) position is to work with students to facilitate and develop a community environment within the residence halls which contributes to the personal and social development of residents, resulting in increased academic success and retention. The RA works with the Residence Hall Coordinator (RHC) to ensure that the goals of Housing and Residence Life are carried out. The RA serves as a resource and role model for residents, and is expected to abide by Housing and Residence Life's Community Standards, and the WVU Student Code of Conduct at all times.

PRIMARY FUNCTIONS

- Provide personal support and guidance to residents
- Develop and build a sense of community in the hall
- Serve as a role model to other students
- Maintain an environment conducive to student success
- Serve as a resource and provide referrals as needed
- Perform administrative and operational duties
- Serve as a liaison between administration and students

MINIMUM QUALIFICATIONS

- An RA must be enrolled as a full-time student with a minimum of 12 credits, or registered for an approved internship, externship, or co-op.
- An RA must have completed at least one semester at PSC prior to starting the position.
- An RA must be in good standing with the college: academic, financial, and conduct.
- An RA must have a 2.25 semester / 2.25 cumulative GPA. Transfers and first semester students may use transcripts from other colleges or high school.
- An RA must be eligible to work on campus in the United States.
- An RA must sign and fulfill a housing contract.

REQUIREMENTS

Period of Employment and Time Commitment

- Appointments are made for one academic year. An appointment does not guarantee continued employment beyond one year.
- Student must be available to work prior to, during, and following Housing openings and closings to complete check-in and check-out duties. Travel plans must be made in accordance with the Housing and Residence Life Commitment Calendar.
- An RA's principal non-academic activity is their position. Extra-curricular activities are not to conflict with the time needed to be available and accessible to residents.
- The weekly time commitment during the semester is approximately 20 hours per week. Additional hours may be required during peak periods.
- RAs may be away from the hall one night per week and two weekends per month (plus two floater nights per month).

Potomac State College
 Housing and Residence Life
 304-788-7407
 Updated 1/27/2020

Training and Staff Development

- All RAs are expected to attend several training sessions and staff development activities throughout the year. These include, but are not limited to:
 - Fall Training (a one week period prior to August opening)
 - Winter training (2 or 3 days prior to January opening)
 - Weekly staff meetings
 - RA Leadership Class

Staff Duty

- All RAs will assume duty responsibilities on a regular basis.
- RAs will work approximately 1 desk shift and one roving shift per week.
- RAs may be asked to provide additional coverage during designated times such as campus emergencies or severe weather.

Academics

- RAs must maintain the minimum GPA requirements to apply. RAs with a cumulative GPA below 2.25 will not be rehired for the following semester. RAs with a cumulative GPA above 2.25, but a semester GPA below 2.25 will be allowed one semester on "RA Probation" in which they must earn above 2.25.

Rooms and Roommates

- RAs are assigned housing upon employment and are required to live there.
- RAs are not assigned roommates. RAs must recognize that their rooms also serve as an area for resident conversations and other job related activities.

Additional Employment

- RAs must receive approval from the RHC prior to accepting additional employment. RAs may not be employed more than 10 hours per week beyond the position.

REMUNERATION

- Full value of a single room in university owned housing
- Full value of a 19/week meal plan

COMMITMENT CALENDAR

DATE	EVENT
8/6	RAs move into rooms
8/7 – 8/15	Fall staff training
8/16	Residents check into halls
11/21-11/29	Thanksgiving break – halls closed
12/19	Fall semester ends – halls closed
1/6	RAs return to campus – staff training
3/13– 3/21	Spring break – halls closed
5/8	Spring semester ends – halls closed

