The Purpose of the Position:

Resident Assistants are an integral part of the Resident Life Office. Through their direct interactions with students, Resident Assistants are expected to facilitate the social, educational, spiritual, intellectual, physical, vocational, cultural, and environmental development of each resident.

Requirements:
A. Academic Life is the most important part of the college experience. The Office of Residence Life supports Resident Assistants in their academic endeavors.
   1. Resident Assistants are expected to be in good academic standing and to have a minimum cumulative grade point average of 2.6 at the time of hire. While employed as an RA, he/she must maintain a semester GPA of 2.6. If an RA’s semester GPA falls below a 2.6, he/she will be placed on academic probation for one semester, in which he/she will be expected to achieve a 2.6 GPA. If at any time an RA’s semester GPA falls below a 2.0, he/she may be terminated.
   2. An RA may not carry more than 18 hours of coursework per semester unless he/she receives prior permission from the Assistant Director of Residence Life. RAs may be asked to drop classes in excess of the 18-hour limit.
B. An RA is expected to act as a positive role model, representing the Office of Residence Life and Wofford College at all times.
   1. An RA is expected to be in good judicial standing with the College. Any RA who receives a judicial sanction will be either placed on probation or terminated, as determined by the Assistant Director of Residence Life.
C. The RA position should be the principle non-academic commitment. Extra curricular activities should not interfere with the performance of an RA.
   1. An RA will not be allowed to work more than 10 hours per week beyond the RA job. If an RA wishes to have any employment, student teaching, internship, or other major responsibility taking him/her out of the residence hall, he/she must submit a letter requesting approval for this commitment to his/her Resident Director to be approved in writing by the Resident Director and the Assistant Director of Residence Life.
   2. An RA may not pledge or join any outside organization without prior written approval of the Resident Director and the Assistant Director of Residence Life. This stipulation does not include involvements with any organization or job commitments prior to this agreement. If an RA wishes to take on a leadership role with an organization with which he/she is already affiliated, he/she must have prior written approval of the Resident Director and the Assistant Director of Residence Life.

JOB DESCRIPTION: The RA must show a commitment to the following five areas.

A. Community Development- The RA must develop a community that supports student development, academic success, and diversity through interactions with residents and successful programming.
   1. Actively support and encourage participation in campus events.
   2. Complete all programming requirements as outlined in the RA Manual.
   3. Hold at least one floor meeting per semester in consultation with the Resident Director and in accordance with hall policies.
   4. Identify and develop other leaders in the community and incorporate them in community programs.
B. Resident Interaction- The RA is expected to build community throughout their hall/area, residence hall, and campus wide.

1. Be available and accessible to the residents on their floor.
2. Know all of their residents by name within the first three weeks.
3. Assist residents with personal, social, and academic concerns.
4. Respect and maintain appropriate staff and student confidentiality.
5. Consistently encourage personal responsibility on the part of residents.
6. Welcome each resident at the beginning of the Fall and Spring semesters, and new residents as they arrive, by providing floor and door decorations.
7. Be familiar with all campus and community resources to assist residents with problems.
8. Act as a referral agent for residents to different campus and community resources.

C. Administrative Component- The RA has many administrative tasks that must be completed. The RA is also required to attend different meetings, programs, and training sessions throughout the year.

1. Assist with the opening and closing of the residence halls for each academic term, Thanksgiving Break, and Spring Break. RAs will be required to remain in their building until the building has been officially closed per staff guidelines.
2. Be available for special staffing assignments such as: Family Weekend, Fall Break, Homecoming, Fraternity Bid Day, Halloween, Spring Weekend, Terrier Play Day, and Interim to meet the needs of residents and the building community.
3. Participate in a weekday and weekend duty rotation. Duty coverage has been predetermined according to departmental guidelines and posted on a schedule established by the Resident Director. Duty extends from 5 p.m. until 8:30 a.m. the following morning, except on weekends in which it is 5 p.m. till 5 p.m. the following day. While the RA is on duty, he/she will be expected to complete building rounds, maintain duty logs, answer all calls to the duty phone, and confront discipline situations as appropriate. No RA will be allowed at fraternity row while on duty without permission of the Resident Director on duty. RAs must remain on campus at all times during duty, except during the hours of 8:30 AM to 5:00 PM on weekends. During this time, the RA must be within 15 minutes of campus.
4. Complete in a timely fashion administrative tasks such as resident check-in, check-out, room condition reports, maintenance requests, surveys, behavioral complaints, programming forms, evaluations, and other tasks as assigned by the Resident Directors and Assistant Director and Director of Residence Life.
6. RAs are not to misuse or abuse the use of the master key(s) that he/she is given. If it is determined that an RA has misused his/her master key, the RA shall be terminated. Each RA is expected to sign a Master Key Agreement Form that outlines appropriate master key usage.
7. Attend all staff meetings and scheduled one-on-one meetings with the Resident Director.
8. Participate in Residence Life campus programs including, but not limited to, Staff Selection, Housing Lottery, Health and Safety Inspections, Fire Drills, and RA Spring Training.
9. Attend and participate in all staff training and all-staff sessions. These dates include, but are not limited to:
   a. RA Fall Training, Summit, and required Orientation activities -- August 18, 2013.
   b. Monthly All-Staff Training or Development programs as provided by Residence Life Staff.

D. College Policy- The RA must adhere to and enforce Residence Life Policies, the Student Code of Conduct, and Wofford College Policies

1. Actively confront and document all disciplinary situations.
2. Uphold the policies and programs of Wofford College.
3. Explain and enforce all College and Residence Life policies and procedures.
4. Provide factual, accurate written information in all community incidents within 24 hours of the occurrence.
5. Demonstrate exemplary behavior at all times.
6. Report all emergencies and serious situations to the Resident Director.

E. Residence Life Community- The RA must display a team member mentality with fellow RA Staff and show a commitment to the Residence Life Office.
   1. Display a positive attitude and be supportive of other staff members.
   2. An RA is expected to maintain ongoing and positive relationship with fellow RAs, Resident Directors, Assistant Director, Director of Residence Life, and Campus Safety officers.

The Resident Assistant position is a one year academic-year commitment, or in some cases may be a semester long commitment, depending on the position. Reappointment is based on performance and completion of all requirements throughout the year. Failure to meet any standards or requirements set by the Office of Residence Life could result in termination. If an RA resigns or is terminated before the end of his/her employment dates, the RA and RA roommate will be reassigned to another room on campus. This room will not be in a hall where he/she has served as an RA. He/She will be required to turn in all master keys and any other college property in his/her possession. A letter explaining the circumstances will be kept in the RA’s permanent employment file. If an RA is terminated, the final appeal shall rest with the Director of Residence Life.

**Compensation:**

Resident Assistants are paid a stipend after each month of employment. Gross annual stipend for first year RAs is $2,300 and returning RAs receive $2,500. Student checks are paid on the tenth of each month. RAs who are traveling during Interim forfeit the payment for that month.

It is the policy of Wofford College to provide equal opportunities and reasonable accommodation to all persons regardless of race, color, creed, religion, sex, age, national origin, disability, veteran status, sexual orientation, or other legally protected status in accordance with applicable federal and state laws.