RESIDENTIAL LIFE ASSISTANT

Position Description

The Residential Life Assistant (RLA) is a paraprofessional staff member who lives in an NYU residence hall serving as an administrative, community development and crisis response support to professional staff. The RLA is an integral member of the NYU Office of Residential Life & Housing Services staff who must possess good judgment, a strong sense of responsibility and a thorough understanding of the requirements of operating a full service-residence hall program. The RLA reports to the Residence Hall Director (RHD).

QUALIFICATIONS

The following qualifications must be met in order to serve in the position.

- **Commitment to community**: RLAs must role model and demonstrate strength of character, good judgment, flexibility, responsibility, involvement and commitment to student life and the University.
- **Enrollment Status**: RLAs must be a full-time graduate student in a degree bearing program and must carry a minimum of 9 credit hours per semester. An RLA in the final semester before graduation may carry fewer than 9 credits with hall supervisor permission.
- **Grade Point Average**: RLAs must hold a cumulative 3.0 Grade Point Average at New York University throughout the time of application and appointment.
- **Selection Process**: Preference is given to students enrolled in the Steinhardt Higher Education graduate program. Initial RLA interviews occur at the Higher Education Program Recruitment Day. If all RLA positions cannot be filled with students enrolled in this program the office will accept resumes from other interested NYU graduate students thereafter.
- **University Standing**: RLAs must remain in good standing at NYU prior to and throughout employment.

TERMS OF EMPLOYMENT

The following terms must be accepted in order to serve in the position.

- **Availability**: The RLA is expected to be sufficiently available in the hall. RLAs planning to leave the hall for more than a 24 hour period (i.e., weekend) must notify hall supervisor.
- **Compensation**: RLAs receive a room (that may be shared with other staff members) or apartment in their assigned hall (that may be shared with other staff members or students), a meal plan effective when dining halls are open (room and meal plan are valued at $20,000). RLAs also receive a $10,000 stipend which will be paid in 10 $1000 installments. RLAs are eligible to apply for a $1000 professional development grant to apply toward attending a professional conference. The RLA compensation package may affect your financial aid eligibility. For further information, please contact a counselor with the Office of Financial Aid at 212.998.4444.
- **Holidays, Breaks and Vacation Periods**: RLAs, as part of the hall staff, may have to work holidays to maintain standard customer service in the hall. RLAs are not required to work when the University is closed over Winter Break. Each RLA is allowed ten (10) business days for vacation during each period of employment. If additional time away is requested RLAs may rearrange scheduled hours, with a supervisor’s advanced approval, to accommodate. RLAs must obtain prior permission from their supervisor to use vacation days.
- **Meetings**: RLAs can expect to attend hall staff meetings each Wednesday evening from 9:30pm-11:30pm. As well, regularly scheduled one to one meetings with supervisors will be scheduled. These meetings are part of the 25 hour weekly commitment.
• **Outside/Additional Work:** RLAs may not hold another job, internship, assistantship or any other position that is not an academic requirement for graduation unless approved in advance by their supervisors. If an internship/assistantship is required for graduation, the RLA is required to complete the obligated work load specific to each employment period as outlined above.

• **Period of Employment:** The standard period of employment for the RLA position is from approximately August 1st to May 31st (10 months). RLAs will coordinate exact move in and move out dates with supervisors.

• **Work Load:** RLAs should expect 25 regularly scheduled hours per week in the residence hall. These hours will be scheduled based on the need of the hall staff and will include both weekday and weekend hours. Please note that the residence hall work environment does encounter peak times. That said, some weeks more than 25 hours may be needed. When this is the case supervisors will reduce hours in a non-peak time to balance out hours. Class schedules and other academic requirements will be taken into consideration when office hours are scheduled. A flexible academic schedule is likely to best complement the scheduling requirements of the RLA position.

**RESPONSIBILITIES**

In addition to the list below, other duties will be assigned as needed by the hall supervisors.

**Administrative:**

- Participate in weekly staff meetings on Wednesday nights at 9:30pm – 11:30pm;
- Attend all training and develop sessions as instructed by supervisor;
- Work three scheduled hours per week at the hall resource center;
- Participate in regular one-on-one meetings and provide regular e-mail updates regarding situations in the hall with supervisor;
- Serve as an advocate for and a representative of the residence hall by communicating concerns to the RHD and other building staff;
- Understand the needs of and act as a liaison between the Office of Residential Life and Housing Services and residential students;
- Participate in on-going training and staff development sessions throughout the year;
- Assist the Housekeeping and Facilities staff in identifying facilities in need of repair or attention;
- Participate in other University, Departmental and building activities as assigned;
- Assist in the preparation of hall for opening and transitions;
- Abide by and be knowledgeable of the Office of Residential Life and Housing Services policies;
- Serve on an Office of Residential Life and Housing Services committee;
- Provide additional coverage in the office, residence hall front desk and/or mailroom when needed.

**Community Development:**

- Be an active member of the hall community;
- Provide opportunities for meaningful interaction with staff and residents;
- Assist staff and students in academic, social and personal matters through resource referral;
- Contribute to community life in the residence hall and serve as a positive presence in the building;
- Provide guidance and support and role model appropriate behaviors as a responsible community member;
- Provide mediation, if necessary, in escalated roommate conflicts;
- Be available to staff and residents as a resource, providing residents with information regarding university activities and events through individual contact and group information sharing;
- Assist in the coordination of staff development activities;
- Coordinate residence hall large scale programs and office theme weeks including Red Apple Week, Green Apple Week, Ally Week, The Halls, hall tours, finals study breaks and blood drives;
- Assist in tracking and communicating programs with residents via email, social media and hall postings;
- Assist in the advisement of the hall council and the elected executives, support hall council by attending weekly meetings, facilitating one on one meetings and attending programming, support the Inter-Residence Hall Council (IRHC);
- Attend advisor roundtables to further develop advising skills and understand best practices;
- Hear student conduct cases as assigned by supervisors which may include cases involving noise violations, first time alcohol offenses, fire safety violations, possession of prohibited items, guest policy violations and others;
- Facilitate a section of the Spring Resident Assistant Leadership Institute (RALI);
- Attend the Office of Residential Life and Housing Services monthly professional development meetings;
- Support Faculty Fellows and Faculty Affiliates where appropriate;
- Support Department events and initiatives as needed.

**Crisis Response & Policy Enforcement:**
- Know, communicate, enforce and abide by existing University and Residence Hall policies and procedures;
- Know and be prepared to enact all emergency and crisis procedures;
- Assist with the facilitation of fire drills each semester;
- Know University/community resources and make appropriate referrals;
- Keep supervisors informed about all problems and concerns in residence hall;
- Maintain appropriate confidentiality while working in coordination with University staff;
- Participate in professional staff on-duty shadow opportunities.

**STATEMENT OF ALCOHOL USE**
Student staff members in the Office of Residential Life and Housing Services are expected to serve as a role model and uphold department and university policies, as well as local, state and federal laws. There is zero-tolerance for the use of alcohol or other substances in violation of policies or laws or in a manner which puts into question the staff member’s ability to exercise sound judgment or serve as an appropriate role model. Staff members failing to adhere to these standards will be subject to job action likely resulting in termination from the staff position. For more specific information on NYU policies please visit the Office of Community Standards website and refer to the Residential Life Student Staff Handbook.

**STATEMENT OF ETHICAL STANDARDS**
Office Residential Life & Housing Services staff members are required to respect the personal integrity of all residents and assure they be treated in a manner that is fundamentally fair. Staff should refrain from engaging in any behaviors, attitudes, relationships, or actions that:
- would impinge on a resident’s or another staff member’s dignity, moral code, privacy, self-worth, and academic, physical, psychological, and/or emotional well-being;
- would seek unjustified personal gains, unfair advantage, unearned goods or services;
- would be considered harassment on the basis of gender, race, sex, sexual orientation, religion, creed, nationality and/or mental disability.

New York University is committed to a policy of equal treatment and opportunity in every respect of its relations with its faculty and staff members, without regard to race, color, religion, sex, sexual orientation, marital or parental status, national origin, citizenship status, age, disability, or veteran status. This includes, but is not limited to, recruitment, hiring or appointment, selection for training, transfer, layoff, promotion, granting of tenure, rates of pay and other forms of compensation, and participation in University-sponsored educational, social, and recreational programs.