RESIDENT ASSISTANT - LONDON
Position Description

The Resident Assistant (RA) is a full-time sophomore, junior or senior who lives on a floor in an NYUL student residence and serves as a peer counselor, resource and referral person, advocate, policy enforcer, and leader for residents. Leading events and activities is a large part of the role. The RA also assists with emergency coverage rotation.

QUALIFICATIONS
The following conditions must be met in order to serve in the RA position.

- **Commitment to Community**: RAs must role model and demonstrate strength of character, good judgment, flexibility, responsibility, involvement and commitment to student life and the University.
- **Course Load**: RAs are expected to carry 14 credit hours per semester.
- **Grade Point Average**: RAs must hold a cumulative 3.0 Grade Point Average and be a full-time sophomore, junior or senior throughout the time of appointment.
- **Selection Process**: RAs must successfully complete the application and selection process.
- **University Standing**: RAs must be in good standing prior to and throughout the period of employment.

TERMS OF EMPLOYMENT
Below, the employment periods are distinguished and additional terms outlined.

- **Availability**: All RAs are expected to be sufficiently available in the hall to respond to emergency situations that may arise and to maintain regular contact with residents. This includes on call responsibilities. Whilst on call or back up on call RAs are expected to be within 20 minutes travel distance from the dorms. Overall, RAs are expected to remain to remain in London for approximately 50% of the time they are employed as an RA.
- **Employment Period**: The standard employment period for the RA position is one academic semester; seven days prior to the beginning of move-in/orientation, to the end of the semester. Staff members are expected to report for training sessions prior to residence hall check-ins for the semesters.
- **Compensation**: In addition to an invaluable experience in peer leadership and teamwork, RAs are compensated with a bed space in an NYU dorm free of charge.
- **Holidays, Breaks and Vacation Periods**: RAs are not required to work during Winter Break and Spring Break but may be required to work some holidays, breaks, weekends and vacation periods.
- **Eligibility**: Those selected to serve as RAs must obtain a Student Visa (Tier 4 General)

The following students cannot be considered for the RA role

- Students who will be undertaking an internship program
- Tisch London
- Pre-med students

- **RA Outside/Additional Work Policy**: The RA position requires a considerable time commitment and as such the role is not compatible with any additional part time employment.
- **Work Load**: RAs should expect on average to work around 15 hours per week in the residence hall up to a maximum of 20 hours a week (not including training or orientation week where RAs can be expected to work 30-40 hours a week). Due to issues and conditions within a particular hall, the 15 hours may vary per week, as well as the given tasks and responsibilities. These hours are based on the need of the hall staff and may include both weekday and weekend hours. Please note that the residence hall work environment does encounter peak times especially during the first few weeks of the semester.
Out of pocket expenses: RA’s may sometimes incur very small out of pocket travel expenses, e.g. taking the Tube to an event in London. Compensation for this would be through additional benefits such as paid meals and/or free tickets or admission to events and venues.

RESPONSIBILITIES

Community Development Responsibilities
- Work with residents to create a living and learning environment that promotes academic growth, personal responsibility and community accountability through floor/building socials, programs and intentional one-on-one conversations;
- Lead neighborhood exploration events in London, the so-called ‘Neighbourhood Connections’, visiting neighborhoods that RAs may initially be unfamiliar with;
- Assist residential students in academic, social and personal matters through resource referral;
- Provide guidance and support and role model appropriate behaviors as a responsible community Member;
- Provide opportunities for meaningful interaction for residents, i.e. drop-in hours;
- Be available to residents as a resource, providing residents with information regarding University activities and events through individual contact and group information sharing;
- Assist residents in obtaining and enhancing key life skills including the practicalities of living in a dorm and being a part of a close-knit community;
- Plan and administer floor and building events on a regular basis, especially during the first few weeks of semester;
- Support and participate in events and activities that other residential staff may organize.

On call responsibilities and responding to student issues:
- 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;
- Know University/community resources and make appropriate referrals;
- Keep supervisors informed about all problems and concerns of residents;
- Maintain appropriate confidentiality while working in coordination with University staff;
- Assist with the student judicial process by submitting online incident reports to document situations in a timely manner;
- Provide support for University mediation procedures in roommate and community conflicts through referring students to mediation services;
- Participate in on-call and back up on-call for a week at a time during the semester on an ongoing and rotational basis;
- Support staff in responding to fire alarm evacuations.

Administrative Responsibilities:
- Participate in weekly staff meetings
- Work on special projects
- 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 building residents by communicating concerns to housing staff;
- Understand the needs of and act as a liaison between Residential Life and residential students;
- Participate in on-going training and staff development sessions throughout the year;
- Assist with the completion of roommate agreements;
- Assist the Housekeeping and Facilities staff in identifying facilities in need of repair or attention;
- Assist with the facilitation of fire drills each semester;
- Participate in other University, Departmental and building activities as assigned;
- Assist in the preparation of hall for opening and transitions;
- Keep a daily work log that details the tasks and the hours undertaken for the role;
- Hold weekly student drop-in hours in the residences;
- Use social media (Facebook, Twitter, Instagram) to communicate with students and promote activities.
• Regularly obtain student feedback about the residences and its associated activities (online and offline) and to provide updates to a supervisor.

PERSONAL REQUIREMENTS
Being an RA in London requires utilizing a wide variety of skills in order to be successful in the role.

Essential
• Good attitude, demeanor and work ethic  
• Punctual, responsible, self-motivated and flexible  
• Excellent planning, organization and execution skills  
• Creative/ability to use own initiative and to be proactive  
• Effective communication skills  
• Ability to follow instructions  
• To be able to work under pressure  
• Good time management skills and be able to prioritize  
• Strong leadership skills  
• Effective team player  
• Willingness to learn  
• Experience of leading/organizing group activities

Desirable
• Previous experience working in student housing or equivalent

STAFF TRAINING & DEVELOPMENT
Staff training and development programs are important to the effectiveness and success of the Residential Life program and are designed to strengthen the Residential Life team. As such, RAs are required to attend and participate in these activities. Training activities may include the below:
• Training in New York prior to departure for London.  
• Training in London starting seven days prior to the beginning of the semester.  
• Ongoing development activities.

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 which puts into question the staff member’s ability to exercise sound judgment or serve as an appropriate role model.

STATEMENT OF ETHICAL STANDARDS
Resident Assistants are required to respect the personal integrity of all residents and assure they be treated in a manner that is fundamentally fair. RAs 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.

Staff members failing to adhere to the standards outlined above will be subject to job action likely resulting in termination from the staff position and the benefits conferred (on a pro-rata basis). For more specific information on NYU policies please visit the Office of Community Standards website and refer to the Residential Life Student Staff Handbook.

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.