2015-2016 Resident Assistant Job Description

The Resident Assistant (RA) is a position open to full-time sophomores, juniors and seniors. The RA lives on a floor in an undergraduate residence hall and serves as a role model, peer counselor, resource and referral person, advocate, policy enforcer, programmer and leader for residents of their assigned floors. The RA also assists with daily emergency coverage rotation, plans and implements social/educational programs. The primary goal of the RA position is the development of an environment conducive to the academic and personal growth of residential students.

QUALIFICATIONS

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

- **Enrollment Status:** RAs must maintain a 3.0 grade point average and be a full-time, registered sophomore, junior or senior at NYU Shanghai throughout the time of appointment.
- **Course Load:** RAs must carry a minimum of 12, but no more than 16, credit hours per semester. Exceptions for course loads over 16 credit hours must have prior approval of the RA’s direct supervisor. Any RA in the final semester before graduation may carry fewer than 12 credits, but no fewer than 6 credits.
- **Disciplinary, Financial and Academic Standing:** RAs must be in good academic (3.0), financial and disciplinary standing at NYU Shanghai prior to and throughout the period of employment.
- **Selection Process:** RAs must successfully complete the application and selection process.
- **Commitment to Community:** RAs must be role models and demonstrate strength of character, good judgment, flexibility, responsibility, involvement and commitment to student life and NYU Shanghai.

TERMS OF EMPLOYMENT

Below, the employment periods are established and additional terms outlined:

**Employment Period**

The standard employment period for the RA position is one academic year, from July 1st, 2015 to May 20, 2016. RAs are expected to report for training sessions prior to residence hall check-ins for both fall and spring semesters. The period of employment is contingent upon the successful completion of tasks, assignments and responsibilities leading to positive performance appraisals by Residential Life professional staff. Upon successful completion of the standard employment period, the RA may be considered to serve for one additional period, if eligible.
Staff Training

- Orientation Training April 25, 2015
- Fall RA Training August 14-18, 2015
- Spring RA Training January 22-24, 2016

Staff training is 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.

Holidays, Breaks and Vacation Periods

RAs may be required to work and/or serve on duty for a portion or all of holiday breaks when NYU Shanghai offices are closed; these include, but are not limited to Fall Break, Winter Break, and Spring Break. NYU Shanghai will follow the Chinese calendar.

Compensation

In addition to an invaluable experience in peer leadership and teamwork, during the fall and spring semesters, RAs are compensated with the following:

- **Residential Life Meal Stipend:** A 1000RMB Monthly Stipend will be allocated for fall and spring semesters. This stipend is in addition to any scholarships, grants, stipends, or additional personal funding awarded to the RA.
- **Housing Grant:** A housing grant that is utilized to cover the cost of a single room in the residence hall.
- **Transportation:** A one-time allowance up to 3000RMB for transportation. Please note, travel documentation will need to be submitted.

*Attention: This compensation may impact any Financial Aid award received. For further information, please contact a counselor with the Office of Financial Aid at 212.998.4444 or by emailing shanghai.financial.support@nyu.edu.*

Work Load

The RA position requires a minimum of 20 hours per week of contact time within the residence hall. These hours will be used in programming, staff meetings, one on one meetings, interactions with residents, resource center staffing and duty. 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 including opening, closing and transition periods. Depending on issues and conditions within the academic year, the 20 hour minimum may vary per week, as well as given tasks and responsibilities.
RA Outside/Additional Work Policy

Participation in leadership positions and work experiences are an important part of one’s educational experience. Since the RA position must be the primary extracurricular activity of those students who are selected, however, it is paramount that participation in aforementioned activities are not excessive in time required outside the hall and must not conflict with the RA position requirements.

RESPONSIBILITIES

The following is a limited summary of the responsibilities of the RA. The RA should be aware that their supervisors may assign other responsibilities and are encouraged to review the Residential Assistant Staff Handbook for specific protocols and position responsibilities.

Orientation

• Welcome Calls to new students during the summer.
• Support the Orientation Team during Fall Orientation.
• Assist new students in settling down to a new academic and living environment
• Serve as a communication bridge to promote events and activities to students and to collect feedback, suggestions and concerns among student body for future improvement.

Community Development Responsibilities

• Work with residents to create a living and learning environment that promotes academic growth, personal responsibility and community accountability through activities such as floor meetings, floor and building programs, and one-on-one conversations.
• Assist residential students in academic, social and personal matters through campus resource referral.
• Support and promote the mission of the NYU Shanghai Student Government.
• Provide support for NYU Shanghai mediation procedures in roommate and community conflicts through facilitation of roommate/community meetings and referring students to other mediation services.

Crisis Response and Policy Enforcement Responsibilities

• Know, communicate, enforce and abide by existing NYU Shanghai and Residence Life policies and procedures.
• Know and be prepared to enact all emergency and crisis procedures.
• Keep supervisors informed about all programs and concerns on the floor.
• Maintain appropriate confidentiality while working in coordination with NYU Shanghai staff.