RESIDENT ASSISTANT – AFFINIA HOTELS

Position Description

The Resident Assistant (RA) is a paraprofessional staff member who lives on a floor in an Affinia Hotel and serves as a role model, peer counselor, resource and referral person, advocate, policy enforcer, programmer and leader for residents of the assigned floor(s)/room(s). 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. The RA reports to the Residence Hall Assistant Director (RHAD) and/or the Residence Hall Director (RHD).

QUALIFICATIONS
The following qualifications must be met in order to serve in the 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**: Undergraduate 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 hall supervisor. Any Undergraduate RA in the final semester before graduation may carry fewer than 12 credits, but no fewer than 6 credits. Graduate RAs must carry a minimum of 9 credit hours per semester. Graduate RAs in the final semester before graduation may carry fewer than 9 credits.

- **Grade Point Average**: RAs must hold a cumulative 3.0 Grade Point Average at New York University and be a full-time junior, senior or graduate student (with at least two years of full time college experience) throughout the time of application and appointment.

- **Selection Process**: RAs must successfully complete the application and selection process.

- **University Standing**: RAs must be in good standing at New York University prior to and throughout the period of employment.

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

- **Availability**: All RAs are expected to be sufficiently available in the hotel to respond to emergency situations that may arise and to maintain regular contact with residents. A staff member who is not on duty and who plans to leave the hotel for more than a 24 hour period (i.e., weekend) must notify and/or obtain prior permission from supervisors.

- **Compensation**: In addition to an invaluable experience in peer leadership and teamwork, RAs are compensated with a housing/dining grant which is utilized to cover the cost of room and board. Note that the staff meal plan can only be used when dining halls are open and the University is in session. This compensation may impact any Financial Aid award received. Hotel RAs will also receive a monthly MetroCard during the term of employment. For further information, please contact a counselor with the Office of Financial Aid at 212.998.4444.

- **Employment Period**: The standard employment period for the Affinia Hotel RA position is one semester, from August (9 days prior to NYU Residence Hall Opening Day) through finals of the fall semester. Staff members are expected to report for training sessions prior to hotel check-in for fall. The period of employment is contingent upon the successful completion of tasks, assignments and responsibilities and positive performance appraisals by supervisor. Appointment to an RA position on-campus the following
semester is not guaranteed. Affinia Hotel RAs will be considered for any on-campus RA vacancies the following semester should they meet performance expectations and have positive performance evaluations.

- **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 University offices are closed; these include, but are not limited to Thanksgiving Break.

- **Meetings:** RAs can expect to attend 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 20 hour weekly commitment.

- **Outside/Additional Work:** Participation in leadership positions and work experiences are an important part of one’s educational experience. However, since this position must be the primary position of those selected, it is paramount that participation in aforementioned activities not be excessive in time required outside the hall and must not come in conflict with the position. Permission must be granted by hall supervisors if employment outside of this position is desired. Those who have been awarded work study money through the Office of Financial Aid will not be barred from taking advantage of this type of aid. Should this apply to you please discuss your plans with hall supervisors before beginning such work.
  
  o **First year RAs:** First year RAs are discouraged from holding jobs, internships, assistantships or any other positions which are not academically required for completion of an academic degree. If a first year RA wishes to hold outside employment, approval must be received from hall supervisor prior to the start of each semester. If outside work has been approved and begins to interfere with the RA position, the staff member will need to choose between the RA position and the outside position.
  
  o **Returning RAs:** Returning RAs may hold limited outside commitments that are not academically required if approved by hall supervisor. Returning RAs cannot allow this commitment to conflict with the RA position and must receive satisfactory ongoing and semester feedback and performance appraisals. If a returning RA wishes to hold outside employment, approval must be received from hall supervisor prior to the start of each semester. If outside work has been approved and begins to interfere with the RA position, the staff member will need to choose between the RA position and the outside position.

- **Work Load:** RAs should expect about 20 hours per week in the hotel. These hours will be used in programming, staff meetings, one on one meetings, interactions with residents, office hours 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 hotel work environment does encounter peak times including opening, closing and transition periods. That said, some weeks more than 20 hours may be needed. When this is the case supervisors will reduce hours in non-peak times to balance out hours.

**RESPONSIBILITIES**

In addition to the list below, other duties will be assigned as needed by the supervisors. RAs are encouraged to review the Residential Life Student Staff Handbook for specific protocols and position responsibilities.

**Administrative:**

- Participate in weekly staff meetings on Wednesday nights at 9:30pm – 11:30pm;
- Work 3 hours a week on special projects, collateral assignments and/or office coverage;
- 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 floor residents by communicating concerns to supervisors and other building staff;
- Understand the needs, goals and objectives 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 with the completion of roommate agreements;
- Assist the Housekeeping and Facilities staff in identifying facilities in need of repair or attention;
- Assist with emergency evacuations as required;
- Participate in other University, Departmental and hotel activities as assigned;
- Assist in the preparation of hall for opening and transitions.

**Community Development:**

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• 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, programs and intentional one-on-one conversations (e.g. BASE);
• Provide opportunities for meaningful interaction for residents;
• Implement social, educational and academic programs;
• 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;
• Support and promote the mission of hall council and the Inter-Residence Hall Council (IRHC);
• Be available to residents as a resource, providing residents with information regarding University activities and events through individual contact and group information sharing;
• Provide support for University mediation procedures in roommate and community conflicts through facilitation of roommate/community meetings and referring students to other mediation services;
• Support the assessment of program effectiveness and learning outcomes by submitting program reports and other data (e.g. EBI).

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;
• Know University/community resources and make appropriate referrals;
• Keep supervisors informed about all problems and concerns on the floor;
• Maintain appropriate confidentiality while working in coordination with University staff;
• Assist with the student conduct process by submitting timely online incident reports to document situations;
• Participate in on-duty and/or on-call rotational coverage during scheduled evenings, weekends, breaks and holidays.

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 are listed below. Development activities will be held periodically focusing on leadership development and position skill strengthening.
• Spring prior to term of employment: Newly Hired Staff Orientation/Welcome/Staff Meeting/Community Development Assignment
• Fall: Fall Training, (a period of time before residence halls open)

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.