

**RESIDENT ADVISOR
POSITION DESCRIPTION
2008 – 2009**

A Resident Advisor is considered an integral part of the University's effort to meet the educational, social, and emotional needs of students. As a member of the Residential Services staff, Resident Advisors live and work with students to cooperatively establish an educational living/learning environment with a well balanced variety of departmental activities. The specific responsibilities are outlined below. A Resident Advisor reports to the Complex Coordinator (Residential Services professional staff).

POSITION RESPONSIBILITIES

All Resident Advisors are expected to assist with fulfilling the mission of the Office of Residential Services:

The primary mission of the Residential Services Department is to provide on-campus residential facilities that are attractive and well-maintained by working on conjunction with other campus offices. Recognizing that student learning takes places in the living environment, the Residential Services staff enhance and enrich students' residential experience by providing services and opportunities for personal and intellectual growth, and by creating a community that fosters an appreciation of diversity.

Student Development and Leadership

1. Set an example by adhering to the rules and regulations of the University and Residential Services.
2. Actively initiate contact with students on the floor to develop a rapport with each individual.
3. Be available in the residence hall, especially evenings and weekends and peak times for student interactions.
4. Recognize and assist students with social, personal, academic and related concerns and needs.
5. Provide assistance and mediation in resolution of conflicts between roommates or floor members.
6. Understand the necessity for confidentiality as well as the limitations.
7. Foster a positive and cooperative environment in the residence halls.
8. Help develop an atmosphere on the floor where students have concern and respect for the rights and privileges of others.
9. Promote and understand tolerance and acceptance of diverse lifestyles and individuals.
10. Help students develop a respect for private and University property.
11. Foster an atmosphere conducive to study and the development of effective study skills.
12. Know, communicate and enforce WPI and residence hall policies and regulations fairly and consistently while displaying good judgment.
13. Confront, document and/or make referrals of inappropriate behavior.
14. Knows the University's philosophy of discipline.
15. Be familiar with fire alarm systems and evacuation procedures as well as other emergency procedures.
16. Provide assistance and leadership in emergency or crisis situations.

17. Conduct periodic floor meetings for the purpose of planning activities, distributing information, explaining residence hall policies and procedures, and strengthening floor community.
18. Be familiar with campus resources and services such as Student Development and Counseling Center, Health Center, Dining Services, Financial Aid, Career Development Center, Religious Center, Campus Police, Student Life Office, Student Activities, Academic Advising, Diversity Services, and International Students and Scholars.
19. Work cooperatively with building staff team including building custodial staff.

Programming

1. Encourage and facilitate the planning of programs based on the needs and interests of residents.
2. Provide information and encourage involvement in residence hall and campus programs.
3. Fulfill programming requirements as established by Residential Services.

Administrative

1. Complete all administrative tasks efficiently, promptly, and accurately.
2. Distribute and/or assist in collecting notices, reports and forms as requested by the Complex Coordinator and Residential Services.
3. Attend all staff meetings, training sessions, and one-on-ones as scheduled by the Complex Coordinator and Residential Services.
4. Be on duty weeknights and weekends according to the schedule developed. Duty includes: rounds of building(s), documentation of incidents, checking on building security, and completion of duty log.
5. Assist in providing term break duty coverage between A and B term, C and D term as well as Thanksgiving Break.
6. Assist in the opening and closing of the residence halls at the beginning and conclusion of the academic year as well as term break periods.
7. Be alert to safety and security hazards.
8. Assist in preserving the facilities and furnishings of the buildings by assessing the condition of the room before and after occupancy, and conducting periodic maintenance and safety checks.
9. Other duties as assigned.