Gettysburg College  
Office of Residential & First-Year Programs  
First-Year Area (RCs/RAs in East and West Quads)  
Residence Life Student Staff Position Description  
2015-2016

This position description applies to all First-Year Area student staff which includes all Resident Assistants (RAs) and Residence Coordinators (RCs) in the East & West Quads. The term Resident Assistant (RA) will be used throughout this document to apply to both RAs and RCs except where noted. RCs in the First-Year Area serve as RAs for their floors while also having additional responsibilities that extend their leadership role as building leaders. These responsibilities are noted in the last section of this document.

Basic Qualifications
1. Rising sophomore, junior, or senior.
2. Minimum 2.5 cumulative grade point average, and in good academic standing.
3. Available to serve the entire year (or one semester if going abroad and able to notify the Associate Director in advance). Half year assignments must have someone serving in the other semester in order to be considered.
4. In good judicial standing with the college.

Compensation
The compensation for this position will be determined during the Spring 2016 semester.

General Statement
The Resident Assistant is an integral part of the College’s Residence Life Program as administered by the Office of Residence Life. As staff members, Resident Assistants are committed to the important role of community living in the undergraduate educational experience and to the goals of Gettysburg College.

Since Resident Assistants have extensive contact with Gettysburg students, they serve as liaisons and resource persons. Resident Assistants promote the integration of all aspects of campus life and assist in establishing an environment in the residence halls that is supportive of the educational objectives of Gettysburg College. Regulations and policies must be clearly explained to the residents and the Resident Assistant's involvement in their enforcement is required. Clear and regular communication between the Resident Assistant and the Office of Residence Life as well as other departments within the Division of College Life and the institution is critical to the success of our residential life program.

Resident Assistants are best able to develop a rapport with others with a dimension of understanding, recognition of individual differences, and acceptance of all students. To further develop potential effectiveness, the abilities to listen and develop relationships are essential attributes. Resident Assistants serve as educators to the residents of their community. Consistency, sensitivity, and empathy must be evident in a Resident Assistant's interactions with members of the hall group and the larger Gettysburg community.

Specific Responsibilities

A. Relationship Building and Community Development Responsibilities
1. Work within the context of the First-Year Learning Plan and Citizenship Pillars to incorporate a variety of developmental experiences within the residence halls (emotional, academic, occupational/life planning, social, spiritual, physical and cultural awareness).

2. Facilitate three reflective conversations (GChats) with the residents on the floor throughout the academic year. Complete and submit the GChat summary forms prior to the deadline. Provide the GChat assessment to residents within one week of conducting the conversation.

3. Conduct monthly community meetings.

4. Plan and implement community development initiatives for your residents.

5. Assist the Office of Residence Life staff to create developmental programs that provide students with the opportunity to interact with each other effectively and to work toward common goals.

6. Assist in creating community and individual accountability within the hall community.

B. Advising Responsibilities

1. Advise students within the hall concerning personal, academic, and social concerns.

2. Be familiar with resources for student assistance that include but are not limited to other members of the Division of College Life, Counseling Services, Experiential Education, Health Services, Office of Student Activities and Greek Life, Center for Career Development, the Garthwait Leadership Center, Academic Advising, faculty advisers, etc.

3. Know, support, enforce, and comply with College policies and regulations. Remove yourself from situations where policies are being violated, including those policies with which you may not personally agree.

4. Confer regularly with the Residential Life Coordinator (RLC) and other staff in the Office of Residence Life about concerns of individuals and groups of residents for whom you are responsible.

5. Participate in the formulation of policies and programs with the residence hall staff and the Office of Residence Life.

6. Be as available to your residents as is reasonably possible, especially in the first few months of the school year. Visibility and presence in the hall are of critical importance.

C. Administrative Responsibilities

1. Responsibility for the safety and well-being of the residents. This requires familiarity with and active communication of emergency procedures, as well as an ability to refer individuals to Health Services, Counseling Services, Public Safety, CARE, etc.

2. Know the location of and be familiar with the operation of fire safety equipment.

3. Assist students in maintaining an environment conducive to sleep, study, and congenial group living.

4. Assist students in maintaining a physical environment which is free of safety and health hazards.

5. Vigilant and careful use of all master keys. Master keys must remain in the Office of Residence Life at all times when not in use. Keys should never be given to students.

6. Complete necessary surveys, administrative reports, and forms within established deadlines. Included among these forms are Weekly Reports, Information Reports, Duty
Logs, and Moodle Reflections. Information Reports must be submitted in Conduct Coordinator within 24 hours of the reported incident.

7. Check email and voicemail at least twice a day, and use the Residence Life Moodle site to communicate with staff and retrieve information.
8. Post and disseminate information provided to you through your mailbox in the Office of Residence Life (Mailboxes must be checked twice a week, once before Wednesday at 5pm and once before Friday at 5pm).
9. Share with the Residential Life Coordinator and other Resident Assistants the administrative responsibilities for the residence hall:
   a. General supervision of public and private areas to ensure against theft, unauthorized persons, solicitors, etc.
   b. Immediately advise the Residential Life Coordinator and staff of the Office of Residence Life regularly of unexplained absences, extended illness of residents, and/or unauthorized residents.
   c. Explain college rules and policies and assist in their enforcement.
   d. Regularly report maintenance problems to Facilities. This includes reporting emergency repairs, damages, and routine facility issues within the residence hall.
   e. Residence Coordinators must be present for all hall closings and openings unless approved by his/her supervisor. Resident Assistants must be present for hall closings and openings of two out of the three break periods (Thanksgiving Break, Winter Break, and Spring Break). During these breaks, assigned Resident Assistants must remain in their residence hall until the hall officially closes. At the end of the spring semester final examination period, all staff must remain in their residence hall until the hall officially closes. See the Contract for specific dates and times.
   f. A number of First-Year Area staff may be asked to remain on campus for Fall Reading Days if necessary to provide adequate coverage in the halls.
   g. Hall duty, 9:00pm to 7:30am as scheduled. Duty will be done in pairs and both staff members on duty must stay in the staff office or be in their hall while on duty, except when on rounds.

D. Staff Development Responsibilities
   1. Attend all fall, winter, and spring Residence Life training sessions. These trainings are mandatory for all staff.
   2. Attend all in service meetings (individual staff & campus wide) throughout the year.
   3. Attend weekly quad staff meetings. Reserve the 9pm to 10pm hour on Monday nights; this may be changed at the agreement of area staff.
   4. Attend weekly building staff meetings
   5. Attend biweekly individual meetings with the Residential Life Coordinator at a mutually agreeable time.
   6. Complete reflection questions by the deadlines as assigned using the Residence Life Moodle site.
   7. Serve on departmental committees.
   8. Assist in the selection, orientation, and training of new Residence Life student staff.

E. Additional Responsibilities
1. Due to the time demands of the Resident Assistant position, involvement in clubs, athletics, field experience, additional employment, and internships, which take the Resident Assistant away from his/her building for significant time blocks, must be approved by the Residential Life Coordinator in consultation with the Associate Director of Residence Life.
2. Resident Assistants are permitted to be off campus one weekend per month with the prior approval from the Residential Life Coordinator.
3. Additional duties may arise throughout the course of the year dependent upon circumstances.

**Position Specific Responsibilities**

**A. Resident Assistant (RA) Responsibilities in First-Year Halls**

1. As members of the Orientation staff, be actively engaged in all aspects of the Orientation and First-Year Experience Programs, including Orientation Staff Training.
2. Attend biweekly individual meetings with the Residence Coordinator at a mutually agreeable time.
3. As staff living on floors with students grouped by First-Year Seminars, actively promote the academic goals of the College:
   a. Greater coherence between the curricular and co-curricular lives of first-year residents.
   b. Improved interaction between first-year residents, faculty, and staff.
   c. An appropriate introduction to the College community for first-year residents, especially to the possibilities at Gettysburg for intellectual, cultural, and personal development.
   d. The development and promotion among residents of personal qualities and values such as: intellectual curiosity, creativity, citizenship, integrity, respect for and tolerance of diversity, equity, and inclusion.

**B. Residence Coordinator (RC) Responsibilities in First-Year Halls**

1. Serve as a team leader for a building of Resident Assistants.
2. Coordinate building programming efforts.
3. Coordinate and facilitate biweekly individual meetings with individual Resident Assistants.
4. Coordinate and facilitate weekly building staff meetings.
5. Attend weekly Residence Coordinator meetings.
6. Attend Residence Coordinator specific training sessions preceding general staff training periods and assist in facilitating student staff training sessions.
7. Coordinate and facilitate one building, quad, or staff wide development program per semester.
9. Assist in the staff selection process through candidate interviews and group process, if necessary.
10. Coordinate and be present for all hall closings with building/area staff.