

Resident Assistant

THE IMPORTANCE OF STUDENT LEADERS AT KNOX

Student leaders play a vital role in shaping the Knox College experience. While our leadership opportunities are diverse, each has the common goal of enhancing campus life, complementing the academic experience, and upholding the College's values of critical thinking, inclusivity, respect and support. Student leaders are able to affect change on campus through mentoring, advocacy, peer education and program development. They experience the fulfillment of service as well as the added benefit of marketable skills such as communication, conflict resolution, and time management.

The Resident Assistant (RA) is a registered full-time student employee who lives and interacts with their peers in a residence hall, apartment complex, or house. The RA is a member of the Campus Life staff and actively participates in the development of a comprehensive residential life program, which includes programming and the implementation of the residential curriculum. The RA position, due to its live-in nature, requires a willingness to be called into service at any time of the day or night in order to meet students' needs as they arise in the case of an urgent situation or emergency, even in times when the campus may close for periods of time due to a campus-wide emergency. An RA is a community facilitator, relationship builder, and resource for students. Therefore, availability, consistency, and interpersonal skills are of the utmost importance. The RA is expected to adopt the goals of maintaining a safe, welcoming, and comfortable living/learning environment.

Responsibilities:

Community Facilitator and Relationship Builder

- Build a safe, welcoming, and inclusive community where residents feel like they belong.
- Develop and maintain relationships with each resident through regular community communication and individual intentional interactions.
- Advise students on personal, academic, and social matters and connect to resources as appropriate.
- Organize and facilitate educational, cultural, social, and/or recreational activities according to the needs and interests/concerns of residents and the residential curriculum responsibilities.
- Encourage students to get involved within the College community through activities or organizations.
- Be present in the community and reasonably available for residents.

Communicator and Conflict Mediator

- Communicate regularly and in a timely manner with their supervisor the Campus Life Office.
- Provide timely and accurate reporting or response to requests from any Division of Student Development staff member. RAs are responsible reporters.
- Respond appropriately to crisis situations (such as fire, medical emergency, serious maintenance problems, personal crises).
- Interpret, explain, and, when necessary, enforce College policies and regulations and submit appropriate documentation when policy violations are identified.

Team Member

- Establish a working relationship with the Campus Life Office and RA supervisor. Secondary working relationships include but are not limited to Campus Safety, the Dean of Students, Counseling and Health Services, and the Assistant Dean for the First Year Experience.
- Attend all training programs and assist with New Student Orientation.
- Participate in opening and closing the residential facilities. This includes resident check-in and check-out for the academic year, health and safety checks, and assistance in closing the residential halls during break periods.
- Spend an estimated 10-15 productive hours per week for the RA position (time commitment may vary depending on the time of the year and the circumstances).
- Attend weekly or bi-monthly staff meetings on Wednesdays from 7-9 PM.
- If not serving on duty, RAs are expected to work 3 hours per week in the Campus Life Office for one academic term. The term will be determined during Fall Training.

Additional Responsibilities of Duty RAs

The following responsibilities are expected of RAs serving also serving in the Duty RAs role.

- Serve on a duty rotation.
- Answer the college provided phone during duty hours and assist with after-hours student concerns.
- Conduct assigned duty rounds around campus on nights and weekends.
- Work at the desk in Taylor Lounge each week during the academic terms.
- Attend additional duty staff team meetings and additional training sessions for duty RAs.
- Spend an additional 6-10 hours per week for duty RA responsibilities, although this time may vary depending on the time of the year and the circumstances.

Qualifications:

- Be a full-time registered student at Knox College during the selection process and duration of employment.
- Maintain a cumulative GPA of 2.5.
- Maintain good judicial standing with the college.
- Spring term prior to starting employment (new leaders only): Successfully complete IDIS 130: Introduction to Leadership course (.5 credit).
- Have a general knowledge of Knox College services and staff in order to appropriately refer students.
- Demonstrate leadership potential and interpersonal skills, including the ability to manage conflicts.
- Demonstrate time management skills.
- A commitment to the goals, missions, and values of Knox College. Each Resident Assistant must abide by professional and ethical standards of conduct, including all Knox College policies.
- Due to time conflicts with RA training and Orientation, SPARK, TRIO, I-POP and other leadership programs, students hired as an RA for will not be permitted to serve in any other role that conflicts with the RA Training before the start of the Fall term.
- RA's must be predominately on campus for the entire academic year. Those studying abroad, participating in an immersion term, or student teaching are ineligible for the RA position.

Compensation:

- \$2900 stipend for the year
- Residential room at one-half of the double room rate for the duration of employment.
- RA's serving on duty will receive additional compensation: Residential room fully paid for the duration of employment.