General Description
Resident Assistants (RAs) are an integral part of the Housing & Residence Life (HRL) team. They are paraprofessional staff members who have direct and regular contact with students. The RA role is one of a community facilitator and role model, providing leadership and assisting residents in developing a positive community environment through the building of strong and intentional relationships with residents. A positive community environment is one where active learning takes place through RA facilitated opportunities and resident engagement in individual and community connections.

Types of RA Positions
Two types of RAs will be employed by HRL for the 2020-2021 academic year (All types of RAs will typically be referred to simply as “RAs”).

- Traditional RAs: Traditional RAs serve as community leaders on an assigned floor, and carry out the items described below in “Duties & Responsibilities”.
- LLC RAs: In addition to traditional RA responsibilities, LLC (Living Learning Community) RAs will be expected to collaborate with campus partners on a more regular basis, and build their communities around the academic/interest area of the LLC (with assistance from an LLC Coordinator and the RA’s supervisor). The LLCs for 2020-2021 are: Business, College of Applied Studies, Engineering (2 LLC RAs serve this LLC), Fine Arts, Health Professions, Honors, Premedical Professions, Recreation & Wellness, First-To-Go, & Women in Engineering. LLC RAs are not required to have a matching declared major, but should have a demonstrated interest in the content area of the LLC.

Duties & Responsibilities

Community Development
- Learn all first and last names of the residents of the assigned floor community (about 30-60 residents)
- Engage in intentional conversations and build relationships with floor residents on a regular basis
- Facilitate relationship building between all floor residents to promote a healthy community living environment
- Maintain an active and visible presence on the assigned floor
- Assist in the creation and maintenance of roommate agreements for all roommates on assigned floor
- Build an inclusive community by addressing issues and encouraging educational conversations, and actively address issues of intolerance, hate, and injustice in a thorough and prompt manner
- Support leadership development opportunities for residents of the floor and community
- Welcome & interact with residents and guests to the community during weekly desk hours (3 for Traditional RAs, 2 for LLC RAs)
- Guided by a residential curriculum; plan, publicize, execute, and evaluate floor and community events and initiatives designed to promote social interaction and provide educational opportunities outside the classroom
- Foster positive community standards through visible initiatives like door decorations, bulletin boards, etc.

Safety & Security
- Learn and utilize empathy and attending behaviors in working with students in crisis and in everyday interactions
- Know emergency procedures and how to use them
- Know and enforce the policies held within the HRL Handbook and WSU Student Code of Conduct
- Appropriately and effectively confront policy violations, and understand when to ask for assistance
- Write understandable, clear, and grammatically correct incident reports
- Participate in on duty rotation as defined in an assigned community
• Serve as a mandated reported for Title IX and Clery Act concerns

**Administration**
• Log resident interactions in an electronic database
• Manage time effectively, and complete tasks accurately and on time
• Attend all required meetings and trainings
• Understand and utilize necessary programs
• Accurately complete necessary electronic and paper check-in, check-out, & room change processes
• Participate in the recruitment, selection, and training processes of new student staff members
• Support department and university events, including staffing and serving as tour guides of residential facilities throughout the year
• Know and understand university and departmental expectations related to confidentiality (FERPA) regarding residents and staff members
• Serve on HRL committee(s) and/or special projects
• Other duties as assigned

**Communication**
• Be a functional member of a staff team and work effectively with others
• Effectively communicate with students and staff in a timely and resolution-focused manner
• Relay important information to those who need it and ask questions when clarification is necessary
• Utilize digital communication to ensure that it is appropriate, positive, and done for the betterment of the community
• Reflect on communication skills and consider the intent and impact of communication by self and from others
• LLC RAs: Maintain regular communication with the assigned LLC Coordinator and share information as needed

**Role Modeling**
• Demonstrate a strong academic commitment
• Know and follow all university and departmental policies
• Practice ethical behavior and be able to educate others on ethical decision-making
• Understand how peer pressure affects the position and challenge those who attempt to use peer pressure to their advantage
• Be a supportive leader in HRL and challenge others to do the same
• Demonstrate healthy and effective stress management techniques
• Maintain a positive outward attitude when performing RA duties & responsibilities
• Understand and receive constructive feedback as a method for self-improvement, and provide appropriate constructive feedback to others as applicable

**Academic Requirements**
1. Residence Life student staff members are expected to continue positive academic progress by:
   a. having a cumulative GPA of 2.5 or greater at the time they apply for a Residence Life student staff position and at the end of the semester immediately preceding the beginning of their employment with HRL.
      i. Student staff members who achieve below a 2.0 semester GPA for the semester immediately preceding their initial employment with HRL are automatically placed on HRL Academic Probation.
ii. Student staff members who achieve below a 2.5 cumulative GPA for the semester immediately preceding their employment with Housing & Residence Life are automatically placed on HRL Academic Probation.

b. Receiving a semester GPA of 2.5 or greater as well as maintaining a cumulative GPA of 2.5 or greater. Residence Life student staff members who do not achieve these standards will be placed on HRL Academic Probation for the following semester. Student staff members who achieve below a 2.0 semester GPA should consult with the supervisor to determine if continued standing as a staff member is in their best interest.

c. An HRL Academic Probation semester may only be used once during any 24-month period of time. If a Residence Life student staff member returns from academic probation and fails to meet requirements again within twelve months, they will not be permitted to continue in their position.

2. RAs must be enrolled as a full-time student (12 credits or more undergraduate and 9 hours graduate) and making academic progress toward graduation. At least 3 credits per semester must be taken in person and on campus. RAs who fall below 12 credits in any given semester may be asked to terminate their status as a RA.

3. If a RA is removed from his or her position because of the GPA requirement, they may re-apply to be a RA and go through the RA selection process once his or her GPA meets the stated requirements.

4. RAs may not carry more than 18 credit hours per semester without approval from the Associate Director for Residence Life. RAs may be asked to drop hours in excess of 18 credit hours.

5. Whenever possible, RAs should avoid registering for classes that are in session after 7pm except for those classes that are only offered at that time.

Terms of Appointment & Important Dates
Applicants should be aware of the following dates and information, which are requirements of employment:

- Applicants must have completed at least 2 semesters on a college/university campus by July 27th, 2020.
- Applicants must be enrolled as a WSU student for the Fall 2020 semester by July 27th, 2020.
- Applicants must be in good conduct standing with the University (not on probation) in order to apply for the RA position. If RA becomes not in good standing during the course of employment they would be removed from their position.
- RAs are hired for the course of an academic year. A reapplication process will occur during spring semester to return to the position for additional academic year employment. Summer employment opportunities may be available to current HRL student staff through a separate hiring process.
- Any position offers are contingent upon the successful completion of a university background check.
- Dates:
  - Mandatory contract signing & informational meeting Sunday, April 5th, 2020 from 6-9pm
  - The RA position will begin Tuesday, July 28th, 2020 and will end May 17th, 2021
  - Mandatory training dates include the following:
    - Tuesday, July 28th, 2020 through Sunday, August 16th, 2020
    - Wednesday, January 13th, 2021 through Monday, January 18th, 2021

Outside Employment & Involvement
- RAs, with expressed permission from their direct supervisor, will be permitted to pursue employment outside the RA position. However, the following guidelines must be adhered to:
  - Returning HRL student staff members will be limited to no more than 15 hours per week of additional employment outside of the RA position, while first-year RA staff members are limited to 10 hours per week. The following conditions apply:
    - Any and all additional employment must be approved by your fall 2019 supervisor prior to accepting additional employment.
Outside employment includes additional desk hours worked outside of the hours required for your position (3 per week for Traditional RAs, 2 per for week for LLC RAs).

- International students may not hold additional outside employment on campus while employed as an RA, as the RA position fulfills the 20 employment hours allowed for international students.
- Additional on-campus employment for domestic students is limited to 10 hours per week due to campus student employment policies, while the additional 5 hours (returning staff members only) may worked in an off-campus position. All returning RAs may elect to work all additional outside employment hours in an off-campus position, with permission of their supervisor.

- Applicants who have especially demanding majors and/or other involvement requirements that require significant time away from campus and/or the residence halls should carefully consider their skills and ability to effectively manage the requirements of the RA position, other commitments, and personal well-being before applying. If successful in this application process, the RA position should be considered a top priority, second only to required academic commitments.

**Compensation**

Compensation for all RAs will include the following:

- A single bedroom in either a 2-bed private suite or 3-room private apartment, dependent on building placement
  - A single bedroom is provided for to RAs have a private and welcoming space for 1 on 1 conversations with residents as needed
- A meal plan to be used in campus dining facilities (options with combinations of meals and dining dollars)
- Stipend of $900 for the contract term, increased by $100 for each additional academic year in RA position
- Free Laundry (either in-unit at The Flats and The Suites or via Laundry Card at Shocker Hall)

**Application & Hiring Timeline**

- Application available at [https://www.wichita.edu/student_life/housing/Employment.php](https://www.wichita.edu/student_life/housing/Employment.php) beginning 12:00pm January 21, 2020
- Applications due by 11:59pm Friday, February 14, 2020
- Application review & interview scheduling February 17 – 20, 2020
- Group Process day held on Saturday, February 22, 2020 (either a morning or afternoon session)
- Interview day held on Sunday, February 23, 2020 (candidates will be assigned a 1-hour time block for that day)
- Decision letters delivered via email on Friday, March 13, 2020
- Candidates who are offered a position will be required to attend a contract signing night on April 5, 2020

**Questions & Contact**

Please direct any questions regarding the RA position to the following:

- Becca Johnson, Residence Life Coordinator at becca.johnson@wichita.edu or 316-978-7749
- Brandon Kesler, Associate Director for Residence Life at brandon.kesler@wichita.edu or 316-978-6610