Housing & Residential Life (Housing), a self-funded auxiliary housed within Campus Life at the University of Arizona, operates 23 dorms and 1 graduate apartment complex that house over 7,800 students annually on the University of Arizona Main Campus.

Our Mission: Helping Students Build a Foundation for Success

Our Core Values:

- **Excellence** - Excellence is performing at an extraordinary level and excelling expectations
- **Respect** - Respect is treating others courteously and professionally in all situations; valuing and honoring diversity in others; being honest, direct, and courteous in all communications and loyal to all, including those not present
- **Integrity** - Integrity is doing the right thing, being honest with oneself and others, being authentic, and being transparent in intent
- **Caring** - Caring is being welcoming, kind, compassionate, and willing to help others; showing concern for a person’s needs; listening more and talking less

Be part of our exceptional student staff and receive hands-on experience, while working in a fun and safe environment. We strive to coach, teach, and mentor all of our students to become successful in and outside the classroom. Studies prove that students with campus jobs tend to perform better in school and have a higher potential for finding employment after graduation.

In Housing & Residential Life, we know that students’ first priority is to learn. We understand the stress of midterms and final exams. We not only teach student employees leadership and time management, but we are also very flexible when it comes to working around your class and exam schedule.

**BASIC FUNCTION AND RESPONSIBILITY**

Lead Resident Assistants serve in a required live-in position to assist in the day-to-day operations and develop an inclusive living learning environment for residents and student staff of a specific residence hall/complex. This is a 10-month position from August 3, 2022 – May 14, 2023 and requires an average of 15-hours a week. Hours will vary and include night and weekend hours. LRA positions are one-year academic appointments. Current LRAs must re-apply each academic year to be considered for an LRA position. LRAs may not additionally serve as a Living Learning Community RA.

Resident Assistants will gain an understanding of the responsibility that they have to themselves, their communities, and the work that they are accomplishing during their time at the University of Arizona. In practice, through supervision, a Resident Assistant will be able to build connections with their peers and develop a global lens, which informs their relationship to others and the University as a whole. Ultimately, supervisors take an individualized approach to student learning, and aid their supervisees in observing, learning, and developing through the experiences that supervisees gain throughout their time at the University of Arizona.

Revised: 11/10/2021
CHARACTERISTICS DUTIES AND RESPONSIBILITIES

Community and Individual Development (Personal Growth and Connection)

- Create a positive and welcoming environment for all residents.
  - Maintain an atmosphere conducive to academic focus, self-discipline, and student success.
  - Build relationships (individually and in groups) with residents by being visible and available.
- Work with campus and community partners through the creation and implementation of programs.
- Encourage residents to be active participants in their dorm communities and the greater UA community.
- Stay informed of resident and staff concerns, serve as an advocate, and report concerns to a supervisor in a timely manner.
- Conduct a minimum of three intentional check-ins with student staff during the 2020-2021 academic year. One intentional check-in with student staff will be completed during Fall Training, and one intentional check-in per semester.
- Develop, implement, and execute activities, late night programming, and learning initiatives for residents as a part of the Arizona Residential Curriculum: Wildcat Living.
- Lead and promote hall traditions (e.g. campus-wide programs, building-wide programs, dorm hour).
- Be knowledgeable and follow University and departmental policies and procedures; and help residents to understand these policies and procedures.

Commitment to Diversity and Inclusion (Cultural Understanding)

- Conduct yourself in an honest, conscientious, courteous, and professional manner at all times, showing respect for persons of all backgrounds, races, sexual or affectional orientation, gender identity, religion, abilities, etc.
- Serve as an ally and advocate for students within the residence halls.
- Appropriately confront students who are not showing respect for all people.
- Report inappropriate behavior to a supervisor in a timely manner.

Decision Making and Critical Thinking (Responsibility)

- Adhere to University policies and departmental procedures, guidelines, as well as all local, state, and federal laws.
- Support, communicate, confront, enforce, and document violations of University and departmental policies.
- Assist residents in concerns that may arise and provide referrals to resources when appropriate.
- Participate in the on-call duty rotation, on primarily evenings and weekends, for specific buildings.
  - Be able to effectively respond to emergencies and problems, including maintenance issues.
  - Complete administrative duties such as writing and submitting of Duty Logs, Incident Reports, Clery Reports, etc.

Administrative Duties & University-Wide Support (Responsibility and Cultural Understanding)

- Fulfill a variety of administrative responsibilities in a timely manner.
- Aid in the facilitation of weekly staff meetings, which could include the facilitation of staff development activities or recognition activities.
• Participate in meetings with supervisor, training workshops, annual performance evaluation and other departmental communication.
• Be present and assist with opening the building in August and closing the building in May, and at semester and extended break periods.
• Remain on-campus over fall break and spring break as assigned. Please note that the following are a winter housing community: Hopi/Graham - Greenlee, Colonia de la Paz, Likins and Honors Village. RAs that conduct winter housing RA on call duties will get additional compensation.
• Assist in maintaining an acceptable level of appearance of the interior/exterior of the building and grounds.
• Assist in recruitment and selection of new RAs, Community Directors, etc.
• Aid student staff in the processing of Purchasing Forms as needed.
• Aid with the inventory of staff supplies. Notify the building G/CD when staff office supplies are needed.
• Perform other duties as assigned.

**Interpersonal Skills and Leadership (Connection and Personal Growth)**

- Be a positive role model by promoting an environment that encourages consideration, academic success, privacy, cooperation, and community development.
- Develop and maintain appropriate personal connections with residents and student staff utilizing early intervention tools.
- Act as a peer mentor to any mid-year hires.
- Communicate effectively and create collaborative and positive relationships with campus and community partners, staff team, staff within Housing and Residential Life, and residents.
- Serve as a mediator and address conflicts when necessary.
- Empower residents and student staff to make healthy decisions in all aspects of wellness by being a resource and a role model.
- Assist in the coordination of the duty calendar, duty switches, and break closing/opening schedules.
- Be a guide and resource for positive confrontation among staff.
- Establish a professional relationship by meeting monthly with the Desk Manager to support a cohesive hall team.

**SUPERVISION RECEIVED**

General supervision is received from Community Director, Graduate Community Director, or other designated official.

All student staff supervisors within Residential Education are committed to support the holistic development of their supervisees. Supervisors are required to provide ample resources and learning opportunities to guide and nurture the personal and professional growth of their supervisees. The core values of responsibility, cultural understanding, connection, and responsibility are the foundation of supervision and our commitment to student staff.

**QUALIFICATIONS**

- Must be current University of Arizona full-time student and have completed at least one semester at the University of Arizona.
- Must have and maintain a minimum cumulative GPA of 2.5 at the time of hiring and during the term of employment.
  - For each semester of employment, RAs must achieve a minimum of 2.5 semester GPA.
- Must be in good conduct standing with the University.
• Must attend fall training (August 4, 2021), and winter training (Mid-January 2023).
• Must be available to work during Opening Week (August 16-21, 2022).
• May hold another on-campus job and work up to 10 hours a week, supervisor approval is needed.
• Demonstrate the following qualifications:
  o Excellent verbal and written communication and organization skills.
  o Ability to effectively work with a diverse population and adjust to challenging situations.
  o Reasonable experience in using computers; including Word, Excel, and e-mail.
  o Ability to show responsibility for own time-management.
• Must abide by the **Conflict of Interest**; and report any personal conflict of interest to your supervisor immediately.
• Housing & Residential Life is a security sensitive department, and this position requires a fingerprint criminal background check and Motor Vehicle Division check.

**COMPENSATION AND HOUSING**

• You are assigned a single room in a residence hall rent-free as part of your compensation.
  o LRAs in double rooms may have roommates at time of Fall Opening as additional space may be needed.
  o The department assigns LRAs to a residence hall based on departmental needs. In rare cases, reassignment may be necessary.
  o If you leave or are removed from the position at any time during a semester and decide to live on campus, you will not be assigned a room in the community where you were a LRA. In some situations, you will not be assigned a room in the residential district where you were an LRA.
• Another part of your compensation includes CatCash and Meal Plan (for Honors Village LRAs meal swipes can also be part of this compensation.)
  o You receive $1650 worth of Meal Plan and/or CatCash for Fall and Spring semesters. For Honors Village RAs a total of $1650 worth of meal plan, CatCash, and/or meal swipes.
  o Additionally, $100 CatCash is given for use during Fall Training.
  o If you do not spend all your meal plan/CatCash prior to ending your RA role that amount leftover will rollover into the next academic year. If there’s any meal plan/Catcash left at the time you are no longer a student at the UofA that money will be lost.
  o Meal plan/CatCash cannot be reimbursement as a monetary value.
  o If you leave or are removed from the position at any time during a semester, all components of your meal plan will be prorated. Prorated means that the total amount of the meal plan compensation is divided by the number of working days a semester to calculate a daily rate. If you leave or are removed from your position, the daily rate is multiplied by the number of days worked to identify the amount of meal plan money that should have been spent by that time. You must pay back to Housing any amount of your meal plan that you have spent beyond this amount. We recommend that meal plan is spent with this in mind to avoid having to pay back any amount.
  o The value of your compensation will be reported to Financial Aid and may impact your overall financial aid package.
TERMS AND CONDITIONS
LRAs may be expected to be on campus and available to work during all-campus events and trainings, as assigned by the Director of Residential Education, including but not limited to: (please note dates are subject to change)

i. Fall RA Training, Fall Opening, and Wildcat Welcome (August 4 – 22, 2022)

ii. Fall Break (November 24-27, 2022) - Halls are open – duty coverage needed

iii. Fall Closing 2022 (Friday, December 16) - RAs will be expected to stay as late as of Sunday, December 18, 12 pm

iv. Winter Break Housing: Hopi/Graham – Greenlee, Colonia de la Paz, Likins, and Honors Village require duty coverage

v. Mid-Year Hired RAs must be move into their building between 1-5 pm on Wednesday, January 4 for RA training on January 5

vi. All RAs must return to the building between 1-5 pm on Thursday, January 5

vii. Hall Prep Day/RA Spring Training will occur Friday, January 6

viii. Halls Open, Sunday, January 8

ix. RA Spring Training will occur Monday, January 9 and Tuesday, January 10

x. RA Interview Weekend, February 10-12 (subject to change) - RAs will be expected to aid with interviews.

xi. Spring Break (March 4-12) – Halls are open – duty coverage needed

xii. Admitted Student Day April 1st (subject to change) – RAs are expected to aid with hall tours

xiii. End of Year Closing at 5 pm on Friday, May 12 – RAs will be expected to stay as late as of Sunday May 14, 12 pm