

WHO WE ARE

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. More than 80% of on-campus residents are first-year students. Our dorms range in style from historic to modern and range in size from 60 to 1000 residents. While the University does not require students to live on campus, more than 70% of all incoming first-year students choose to live in UA housing to help their transition to university life.

Our Mission: Helping Students Build a Foundation for Success

Our Core Values:

- **Excellence** - Excellence is performing at an extraordinary level and exceeding 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, diverse, inclusive 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:

Resident Assistants (RA) serve in a required live-in position to assist in the day-to-day operations and develop an inclusive living learning environment for residents of a specific residence hall/complex. The RA position is an essential position which requires interaction (physical and/or virtual) with residents. This is a 10-month position from August 1, 2021 – May 15, 2022 and requires an average of 10-hours a week. Hours will vary and include night and weekend hours. RAs may hold another on-campus job and work up to 15 hours a week, with the approval of their supervisor. RA positions are one-year academic appointments. Current RAs must re-apply each academic year to be considered for an RA position.

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.

CHARACTERISTIC 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 concerns, serve as an advocate, and report concerns to a supervisor in a timely manner.
- Develop, implement, and execute activities, late night programming, and learning initiatives for residents as a part of the Arizona Residential Curriculum: Wildcat Living.
- Must be knowledgeable of 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 Incident Reports, Clery Reports, etc.

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

- Fulfill a variety of administrative responsibilities in a timely manner.
- Participate in weekly staff meetings, meetings with supervisor, training workshops, 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, for which additional compensation will be provided. Please note that the following are a winter housing community (Babcock, Colonia de la Paz, and Honors Village).
- 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, and/or other Residential Education staff.
- 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 utilizing early intervention tools.
- 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 to make healthy decisions in all aspects of wellness by being a resource and a role model.

Supervision Received

General supervision is received from Community Director, Graduate Community Director, or another 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 value of responsibility, cultural understanding, connection, and personal growth are the foundation of supervision and our commitment to student staff.

QUALIFICATIONS:

- Must be current University of Arizona full-time student and had 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 and Housing & Residential Life.
- Must attend fall training (August 2, 2021), and winter training (Mid-January 2022).
- Must be available to work during Opening Week (August 14-21, 2021).
- May hold another on-campus job and work up to 15 hours a week, supervisor approval is needed.
- Demonstrate the following qualifications:
 - Excellent verbal and written communication and organization skills.
 - Ability to effectively work with a diverse population and adjust to challenging situations.
 - Reasonable experience in using computers; including Word, Excel, and e-mail.
 - Ability to show responsibility for own time-management.
- 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.
 - RAs in double rooms may have roommates at time of Fall Opening as additional space may be needed.
 - The department assigns RAs to a residence hall based on departmental needs. In rare cases, reassignment may be necessary.
 - 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 an RA. In some situations, you will not be assigned a room in the residential district where you were an RA.
- You receive a meal plan as another part of your compensation.
 - You receive \$1000 Meal Plan and \$500 CatCash at the beginning of the Fall and Spring semesters. For Honors Village RAs, this distribution is \$500 Meal Plan and a combination of meal plan and meal swipes equivalent to \$1000.

- Additionally, \$100 CatCash is given for use during Fall Training.
- 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 meal plan money will be lost.
- Meal plan/CatCash cannot be reimbursement as a monetary value.
- If you leave or are removed from the position at any time during a semester, all components of your meal plan and CatCash 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.
- The value of your room and board will be reported to Financial Aid and may impact your overall financial aid package.

TERMS AND CONDITIONS:

RAs 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
- ii. Fall Break (November 25-28, 2021) - Halls are open – duty coverage needed
- iii. Fall Closing 2021 (Friday, December 17) - RAs will be expected to stay as late as of Sunday, December 19, 12 pm
- iv. Winter Break Housing: Highland District and Honors Village require duty coverage
- v. Mid-Year Hired RAs must be move into their building between 1-5 pm on Wednesday, January 5 for RA training on January 6
- vi. All RAs must return to the building between 1-5 pm on Thursday, January 6
- vii. Hall Prep Day/RA Spring Training will occur Friday, January 7
- viii. Halls Open, Sunday, January 9
- ix. RA Spring Training will occur Monday, January 10 and Tuesday, January 11
- x. RA Interview Weekend, February 11-13 **(subject to change)** - RAs will be expected to aid with interviews.
- xi. Spring Break (March 5-13) – Halls are open – duty coverage needed
- xii. Admitted Student Day April 2nd **(subject to change)** – RAs are expected to aid with hall tours
- xiii. End of Year Closing at 5 pm on Friday, May 13 – RAs will be expected to stay as later as of Sunday May 15, 12 pm