



2021 – 2022 Resident Advisor Position Description

Job Summary

Resident Advisors (RAs) are selected and trained to work with other students within the residence halls. Resident Advisors serve as role models in the following areas: team member, community builder, crisis manager, administrator, counselor, and educator. The Resident Advisor position's compensation package includes a housing scholarship to cover the cost of one-bed space, a meal plan, and a bi-monthly stipend.

Qualifications

A Resident Advisor must be currently enrolled in at least one credit hour at Mississippi State University and understand the university's policies and procedures. Below are the minimum qualifications and skills:

- Completed a minimum of one academic semester.
- Must have at least a 2.50 MSU semesterly and cumulative GPA throughout employment.
 - If a cumulative GPA ever reaches below a 2.50, it calls for an automatic release of the position. If a semesterly GPA falls below a 2.50, one academic probationary period is allowed while employed by the Department of Housing and Residence Life. If an additional semesterly GPA falls below a 2.50, while employed in the department, it will call for an automatic release from the position.
- Must have previously lived in a residence hall or had an equivalent experience.
- Be in good conduct standing.
- Must pass a criminal background check.
- Must attend fall and spring training. All training dates will be provided by the Department of Housing and Residence Life.

Responsibilities and Duties

A Resident Advisor oversees a wing of 20 – 60 residents within a residential community and uses a residential curriculum to guide programming, community building, and other duties and responsibilities including:

- Foster community in the hall through engaging one-on-one with residents and facilitating social programs
- Document relevant details about interactions with residents and trends within the community
- Provide support and referrals to assist residents in areas of student success, acclimation to college, and wellness
- Perform administrative tasks, report to supervisor regularly, and attend all required training, meetings, and events
- Complete all assigned tasks related to the Residential Curriculum
- Participate in on-call duty rotation, including nights, weekends, and designated holiday breaks
- Respond to concerns and document incidents within the residence hall related to students in crisis, roommate conflicts, policy violations, and maintenance issues
- Utilize effective decision-making, problem-solving, follow-through, and communication skills
- Demonstrate sensitivity concerning the privacy and confidentiality of students and student information
- Assist with facilitation of the hall's Council of Residential Experiences (CORE)
- Role model personal success by knowing, upholding, and adhering to all University and Housing policies and regulations
- Serve as a representative for the university and department by informing residents of campus activities and community standards
- Maintain positive and collaborative working relationships with all Housing staff members
- Participate in semesterly performance evaluations

MSU is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, sex, religion, national origin, disability, age, sexual orientation, genetic information, pregnancy, gender identity, status as a U.S. veteran, and/or any other status protected by applicable law. We always welcome nominations and applications from women, members of any minority group, and others who share our passion for building a diverse community that reflects the diversity in our student population.

Conditions of Employment

- The term of employment is one academic year, during which Resident Advisors are not permitted to participate in co-ops, study abroad, or student teaching.
- The employment period begins with pre-semester training and concludes after the semester graduation at a date given by the Department of Housing and Residence Life.
- Job assignments may be changed by the Department of Housing and Residence Life at any time during employment. Such changes would be made in the best interest of a working situation and/or individual.
- During the first semester of employment, Resident Advisors must abide by the following conditions:
 - Enroll in a 3-credit course (COE 4513 Paraprofessionals in Student Development) and earn a B or higher grade.
 - Abstain from having off-campus employment, participating in recruitment processes with Fraternity & Sorority Life, and seeking new leadership roles in campus organizations.
- During employment, Resident Advisors must abide by the following conditions:
 - Receive approval for 10 hours of secondary employment off-campus.
 - Abstain from serving in a position with Student Association, which receives pay, with Residence Hall Association and CORE, and with Fraternity & Sorority Life recruitment processes which conflict with Fall training dates (Gamma Chi).
 - Receive approval before enrolling in more than 16 credit hours in a semester.
- The renewal of this position is not automatic. Satisfactory performance evaluation by the supervisor and participation in the established Returner Process is required.
- It is required to submit an Intent to Return for renewal of this position to be considered. Failure to submit by the set deadline results in automatic release from the role.
- Failure to perform duties, abide by policies, or misuse authority of position may lead to documentation or immediate dismissal. The behavioral model can be found in the Resident Advisor Manual.
- Please be advised that a staff member may only have one probation, either academic OR behavioral, while employed within the Department of Housing and Residence Life.
- Grade replacements will not be accepted. Once placed on academic probation, it will remain in your file.
- Resident Advisors who are released or resign from their position due to academics are subject to one semester between employment within the Department of Housing and Residence Life.

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