



Resident Advisor Position Description

Position Overview

Resident Advisors (RAs) are selected and trained to work with other students within the residence halls. Resident Advisors demonstrate University Housing's core value of creating a Home away from Home for residents by responding to calls, to assess situations, educate residents, mediate issues, and support the resident's. RAs also develop community by welcoming residents to the community; creating, implementing, and assisting with events; mediating conflicts among neighbors; and educating residents on community resources.

Qualifications

A Resident Advisor must be currently enrolled as a full-time student 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 2.50, it calls for an automatic release of the position.
 - If a semesterly GPA falls below 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 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. The Department of Housing and Residence Life will provide all training dates.

Responsibilities

Communication

- Communicate relevant details about interactions with residents and trends within the community
- Demonstrate sensitivity concerning the privacy and confidentiality of students and student information
- Utilize professional communication in all forms (written, verbal, non-verbal) when interacting with residents, parents, and MSU employees
- Be familiar with campus and community resources and services and be able to communicate needed information.
- Engage in weekly community staff meetings and distribute the information with residents.

Administration

- Maintain accurate records and reports regarding occupancy, facilities management, and business operations.
- Be aware of all responsibilities and requirements by utilizing the appropriate resources provided by Housing & Residence Life

Crisis Response

- Participate in on-call duty rotation, including nights, weekends, and designated holiday breaks
- Actively respond to concerns by taking the direction of HRL leadership and documenting incidents within the residence hall related to students in crisis, roommate conflicts, policy violations, maintenance issues, and natural disasters

- Utilize resources available including the Standard Operating Procedures and the Incident Report Grid

Interpersonal Skills

- Maintain positive and collaborative working relationships with all MSU employees
- Appropriately and effectively utilize conflict management, emotional intelligence, critical thinking, problem-solving, listening, and decision-making skills
- Provide support, resources, and referrals when assisting residents in the areas of student success, acclimation to college, and wellness that is relevant and meets the needs of the student(s)

Community Engagement

- Collaborate with the Community's Council (CC)
- Foster community in the hall through engaging one-on-one interactions with residents and developing social programs.
- Creating sociograms to help recognize trends, strength/challenge areas, connections, resources, and needs for the community
- Offer educational opportunities for students by assisting with educational community events and facilitating various residential curriculum strategies (social & passive events, bulletin boards, door decorations, etc.).
- Interact and work alongside Living-Learning/ Themed Community partners to strengthen the experience for residents outside of the classroom.

Leadership Development

- Serve as a representative for the university and department by practicing suitable behaviors regarding advocacy, balance, recognition, stewardship, and team building.
- Role model academic success as a student, maintaining the academic expectations of the role.
- Role model personal responsibility by knowing, upholding, and adhering to all university, and HRL policies and regulations.
- Attend and engage at all required training, meetings, and events with the opportunity to co-present
- Participate in semesterly performance evaluations and fulfill all duties assigned by the supervisor

Conditions of Employment

- The term of employment is one academic year, during which Resident Advisors are not permitted to participate in coops, 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 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 Community Council, 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 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 resubject to one semester between employment within the Department of Housing and Residence Life.

Disclaimer

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.