



RESIDENCE LIFE

o. (201) 684-7461

e: reslife@ramapo.edu | ramapo.edu/reslife

Position Description: Resident Assistant (RA)

A Resident Assistant (RA), at Ramapo College of New Jersey is a full-time undergraduate student whose function is to act as a student assistant to the residents in the residence halls and help in building strong and healthy residential learning communities. RAs are expected to foster caring inclusive residential communities along with opportunities for students to gain experiences that complement classroom learning. Through a holistic student well-being approach, RAs encourage students to become engaged leaders and develop interdependence along with responsible decision-making and life skills. Due to the RA's unique position, work cannot be easily translated into hours worked per day or week. The RA job has responsibilities that will need to be completed every day and will require visibility in and around campus and their building.

Resident Assistants who are reappointed for a 2nd or 3rd year will internally be referred to as RAMs (Resident Assistant Mentors) and are expected to take an active leadership and mentorship role within their assigned staff and the entire department.

Any student receiving Federal Financial Aid should check in with the Office of Financial Aid to review your account to determine if becoming an RA would have an impact or result in any changes to your existing financial aid awards before applying to be a Resident Assistant.

Knowledge Skills and Abilities

- RAs must demonstrate knowledge of the College and the Residence Life policies and procedures. RAs must also have the following abilities: to communicate well in group and individual situations; to establish rapport with a wide variety of people; to design and implement experiences to meet specific established goals; and to quickly evaluate crisis situations and respond appropriately.

Required Duties and Responsibilities

- RAs schedule 6 office hours in coordination with the entire hall/area staff. The hall offices are open from 12 noon to 8 pm Monday through Friday.
- RAs will partake in and are responsible for scheduling an overnight duty rotation throughout each semester.
- RAs are responsible for completing Community Building Events Requirements.
- RAs must conduct floor/building meetings.
- Assist residents in their adjustment to roommate and community living.
- Complete the Bulletin Boards, Door & Building/Area Decoration Expectations as directed by Supervisors.
- Encourage a better understanding of diversity and individual differences on the floor and in the residence hall/area.
- Be familiar with and support ORL departmental goals.
- Develop and maintain a Community Development plan throughout the year.
- Attend and participate in staff meetings.
- Maintain an accurate updated inventory of the floor/building area you oversee.
- Assume a set of acceptable behavioral standards by being a role model for the campus community. Hold yourself accountable for the expected behaviors outlined in the contract.
- Enforce Residence Life and College policies, procedures, and the Student Code of Conduct.
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- Understand and comply with all Residence Life and College policies and procedures as outlined in the Guide to Community Living and the Student Handbook.
- Assist Residence Life Staff in emergencies.
- Be on campus at least two weekends per month.
- Other duties as assigned.

Requirements:

- Must be a full-time undergraduate student. Graduating seniors are exempt from full-time status in their last semester.
- Good Student Conduct standing.
- Available for the entire employment period starting with training in August and ending after all area closings in May.
- Attend mandatory training (Fall-August, and Winter Training-January).
- Available to work during Spring Break.
- No conflicting outside employment, extracurricular activities, or academic expectations that require an excess amount of the student's time.
- Academic aptitude (meets 2.5 cumulative GPA and 2.0 semester GPA).
- This is a one-year appointment.

Compensation:

- Housing single room compensated by Residence Life at the value of approximately \$10,900.
- RA Meal Plan compensated by Residence Life at the value of \$1,400 (\$700 per semester).
- Meals are provided during training periods.

EEO Statement:

Ramapo College is an Affirmative Action/Equal Employment Opportunity Employer. Ramapo has a long history of advocating, advising, and supporting diversity, equity, and inclusiveness. Examples can be found in its mission statement, strategic plans, degree and course offerings, community outreach programs, and other diversity programs. Ramapo's commitment to diversity and inclusion is infused across all facets of the College; where the environment is welcoming, dedicated to social justice, respectful of freedom of expression, focused on educating and having an ongoing conversation regarding cultural competence and the benefits and importance of diversity.