

TENNESSE STATE UNIVERSITY
Office of Residence Life & Housing

RESIDENT ASSISTANT
Job Description

Qualifications

- Must be enrolled fulltime the entire semester
- Must have resided on campus at least one prior semester
- Must live on campus during the term of employment
- Must be a Sophomore (30 credit hours or more), Junior or Senior
- Must have and maintain a 2.5 GPA or higher
- Must have excellent customer service skills
- Must have a student friendly personality
- Must possess good conduct and be a role model with positive behavior
- Must be available to attend hall meetings and student programs
- Must be available to work 40 hours a month on floor and/or desk duty
- Must have no outside employment that conflicts with the Resident Assistant schedule or position responsibilities
- Cannot participate in the Federal College Work Study Program
- Must be in good academic, financial, and conduct standing at Tennessee State University
- Must have a University disciplinary record that is free of major offenses or repeat housing violations
- Must be able to pass various levels of background screenings

Application Process:

Complete a Student Employee General Application Form online at www.tnstate.edu/housing. Additional information may be required. Please note position(s) will be open until filled.

- Must attend one interest meeting during the RA Application Period, dates (TBA)
- Must have a completed Housing Application on file no later than April 1st to be considered for fall semester employment
- Supporting documents required are: resume, cover letter, letters of recommendation, and professional head shot

Resident Assistants at Tennessee State University are members of the Tennessee State University staff. As such, RAs are expected to set an example of responsible behavior for those around them at all times. A Resident Assistant is expected to maintain high ethical

standards, demonstrate academic responsibility, and have available time to allocate to the pursuit of their job responsibilities.

Job Duties and Expectations:

The main responsibility of the Resident Assistant (RA) is to provide support, encouragement and leadership to the residents. Resident Assistants are also required to live on the floor or section for which they are directly responsible.

Resident Assistants help to establish a positive living/learning environment and work closely with the hall staff to provide customer service assistance to residents. This is accomplished by the following:

- Building relationships with the residents
- Assisting the residents in developing relationships with each other
- Serving as a knowledgeable resource regarding campus services and offices
- Interpreting and enforcing University policies
- Role modeling positive behaviors and attitudes
- Promoting student involvement at the University
- Demonstrating helping skills while interacting with those residents in need
- Coordinate hall events, programs and meetings
- Conduct room inspections
- Participate in on-call duty rotation

Resident Assistants also perform the following administrative tasks:

- Assist with check-in and check-out of residents
- Assist with beginning of semester openings and end of semester closings
- Keep a log of resident contacts
- Documenting conduct violations and filing incident reports
- Reporting maintenance and facility concerns
- Providing written feedback to the Hall Staff regarding floor concerns
- Planning and initiating hall programs
- Attend weekly Hall staff meetings.
- Performing other duties as assigned

Compensation:

In addition to gaining valuable experience and leadership training, compensation includes room fees. Resident Assistants (RAs) are paid an hourly rate up to 40 hours a month, provided they complete the tasks of responsibilities assigned for each month.