Qualifications

- Must be enrolled fulltime
- Must have resided on campus at least one prior semester
- Must currently live on campus (Must live on campus during the term of employment)
- Must be a Sophomore, Junior or Senior
- Must have 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 of floor and/or desk duty
- Must have no outside employment that conflicts with the Resident Assistant schedule or position responsibilities
- Must be in good academic, financial, and conduct standing at Tennessee State University
- Must have a university disciplinary record free of major offenses
- 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. The Application will open on February 18, 2019 and close March 11, 2019. After you submit your application, we ask that you utilize the TSU Career Center for resume building and interview-ready skills starting February 19 through March 1, 2019 to prepare you for the interview process.

Resident Assistants at Tennessee State University are members of the Tennessee State University staff. As such, he/she is expected to set an example of responsible behavior for those around him/her 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 his/her job responsibilities.

Job Duties and Expectations:
The main responsibility of the Resident Assistant (RA) is to provide support, encouragement and leadership to his/her residents on her floor and build a positive community. Resident Assistants are also required to live on the floor for which he/she is
responsible. Leadership skills are needed; however, you will be trained on the competencies of an effective leader.

Resident Assistants help to establish a positive living/learning environment and work closely with the hall staff to provide a positive experience 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
- Mediating resident and roommate disputes in a timely manner
- 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 the valuable experience, leadership training and other special perks, Resident Assistants are paid hourly for no more than 40 hours a month, provided they complete the check list of responsibilities assigned for each month. RAs cannot participate in the Federal College work Study Program. No additional financial compensation or special room accommodations will be made.