

## HOUSING AND RESIDENTIAL LIFE

### Resident Assistant (RA) Job Description

**To be considered for the 2021-2022 academic year, all applications and three reference forms must be submitted by 4:00pm on Tuesday, March 2, 2021.**

**Questions? Please email: [Megan.Mesco@mtsu.edu](mailto:Megan.Mesco@mtsu.edu).**

#### Requirements

- Must have completed at least 24 credit hours at the time of employment.
- Must have a clear student conduct record with Housing and Residential Life.
- Must have a minimum semester and cumulative GPA of 2.5 if undergraduate or 3.0 if a graduate and no Incompletes.
- Must be enrolled as a full time undergraduate or graduate student.
- Must pass a criminal background check administered by Housing and Residential Life.
- Must sign the standard MTSU Housing license agreement by June 1, 2021.

#### Teamwork and Supervision

- Will report directly to the Area Coordinator in their respective area and will be subject to the supervision of the Resident Director, the Associate Director, and the Director of Housing and Residential Life.
- Must participate in assigned "on call" hours each week, must remain in their designated area while on call, and are required to make themselves available to residents and/or staff members as directed.
- Required to work the area front desk for four (4) hours per week as directed.
- Required to assist in staffing their areas during Fall Break, Thanksgiving, and Spring Break.
- Required to participate in Connection Point activities, athletic activities, and other University sponsored programs.
- Required to attend all training sessions, staff development programs, and staff meetings as directed.

#### Community Building Expectations

- Consistent with our goal of promoting student involvement during evenings and weekends, all RA staff will be expected to remain on campus during evenings and weekends unless given permission by their supervisor to be excused.
- Expected to utilize provided meal plans to facilitate sharing meals with residents in on campus dining halls.
- Required to facilitate programs during each semester of appointment.
- Required to disseminate information to residents in a timely manner by posting notices, performing monthly health and safety inspections, and scheduling regular hall meetings as directed.
- Required to enforce standards of conduct as contained in the MTSU Student Handbook, MTSU Policy Manuals, and the Housing and Residential Life Policy Manual.
- Additional detailed expectations and job responsibilities will be provided by individual supervisors.

#### Compensation

- RAs receive a monthly stipend (\$475/month pretax). All stipends are dispersed monthly during the period of employment. If an RA begins employment after the appointment start date, their monthly stipend will be prorated accordingly.
- RAs are provided a 100-swipe meal plan each semester during the regular academic semesters.
- RAs are assigned to a private or single accommodation in their assigned building, at no additional cost. RAs are billed the lowest standard room rate regardless of which hall they may be assigned.

#### Other

- Resident Assistants who resign or are dismissed before the completion of their appointment are not immediately granted a contract release. Resident Assistants who resign or are dismissed but continue to reside on campus will be required to move from their current floor/building or area.
- Resident Assistant assignments are chosen based on a combination of departmental need and staff dynamics. Resident Assistant placement is subject to change at any time depending on the needs of Housing and Residential Life.
- Outside employment is discouraged due to the significant time commitment required for performance of the RA position, and must be discussed and approved in advance by the Area Coordinator. Similarly, your involvement in campus organizations or other activities should take into account the time required for completion of RA responsibilities. Housing & Residential Life reserves the right to review other time commitments undertaken by the RA and provide counsel to the RA as appropriate.
- First semester Resident Assistants are not permitted to take an overload because having more than 18 credit hours places an extra burden on a staff member's ability to function academically.