

Under the leadership of the Director and the Residence Life Manager and the supervision of member of the Residence Education senior staff, the Resident Advisor is a live-in student position that plays an integral role in the function of the department of Residence Life and Student Housing (RLSH). As RLSH aims to enhance educational, social, and personal growth for residents, the Resident Advisor helps to create conditions within the residence halls that allow a diverse student population to live and learn in a comfortable, non-threatening environment. The ideal candidate will be well-organized, possess outstanding written and verbal communication skills, be familiar with concepts of community building, have a team-minded approach, be able to work under pressure and with some autonomy, and be committed to student growth and success. RAs will work approximately 20 hours per week throughout the academic year.

I. Minimum Qualifications

- A. Maintain enrollment as a full time student in a degree granting program at the University of New Mexico
- B. Earn and maintain at least a 2.5 semester and cumulative GPA
- C. Have completed two semesters of college or university experience by the start of employment
- D. Be available to fill the position for the full academic year
- E. Ability to live on campus in a provided single room
- F. Successfully pass a background check

II. Position Responsibilities

- A. Administration
 1. Attend all staff meetings and seminars at 7:00PM every Tuesday and training workshops prior to each semester
 2. Hold regular floor meetings for information exchange and planning
 3. Complete all paperwork for various job components in accordance with corresponding deadlines
 4. Assist with check in and check out activities and functions
 5. Communicate and meet weekly or bi-weekly with their supervisor
 6. Participate in selected committee or additional assignments
 7. Communicate housekeeping and maintenance service requirements through appropriate channels
 8. Submit an "Of the Month" nomination during each month of employment
- B. Community Development & Programming
 1. Be an active and integral member of the residence hall community, and if applicable work, with partnered CDA staff to develop a positive healthy community in their assigned area
 2. Build a community in their living unit by establishing rapport with residents and maintaining a sufficient hall presence and availability to get to know residents
 3. Plan and participate in residence hall programming to meet the needs of the residents based on the department's programming model
 4. Evaluate program execution to ensure continual improvement in programming throughout the year
 5. Serve as a resource person in assisting resident generated programs
 6. Support and participate in the building and success of Community Association through regular meeting attendance, helping with CA Programs as directed, and encouraging residents to get involved
 7. Supervise, implement, and participate in large department and university events as directed

- C. Student Conduct, Intervention, & Support
 - 1. Respond to, mediate, and when necessary, refer living unit conflicts to professional staff or appropriate campus resources
 - 2. Serve as a peer supporter for residents
 - 3. Identify, respond to, and confront disciplinary situations in the halls in a fair and consistent manner
 - 4. Document all policy infractions and any unusual or inappropriate behavior via the incident report database
 - 5. Inform supervisor of inappropriate resident behavior and concerns within the community, and consult with supervisory staff as required
 - 6. Perform on-duty responsibilities during specific times and respond to emergency situations
 - 7. Register as a Campus Security Authority with University of New Mexico Police Department
- D. General
 - 1. Serve as a role model for residents; observe all University and Residence Hall policies
 - 2. Collaborate and actively participate as a member of the Residence Education staff team
 - 3. Perform all other related duties as assigned

III. Compensation & Benefits

- A. Full credit toward an RA meal plan
- B. Full credit toward a provided single room
- C. Stipend of \$2700, distributed over 10 months

IV. Term & Conditions of Appointment/Reappointment

- A. The period of employment is for the entire academic year, including additional time at the beginning and end of each semester
- B. RAs may return to their position for additional academic year appointments ; reappointments are not automatic and are based on job performance and the outlined application process
- C. Have no outside employment during the first semester, and have no more than 10 hours of outside employment, paid internships or student teaching after the first semester in the job
- D. Discuss and receive approval for all external commitments(student organizations, Fraternity/Sorority involvement, volunteer positions, etc.) with supervisor prior to the start of the semester
- E. Limit course load to 16 undergraduate/9 graduate credit hours during the first semester of employment