Resident Assistant Position Description
Living Area: Stony Brook Southampton

Resident Assistants at Stony Brook Southampton work individually and as members of a staff team to support upper division and graduate students. They are responsible for providing personal and academic support to students, initiating social and community programming, and promoting a safe and healthy living environment.

To be effective in the position, RAs must be able to:
1. Demonstrate they are a credible academic and personal role model
2. Be available and approachable to a diverse student body
3. Facilitate community development through programs and personal interactions
4. Effectively respond to behavioral concerns and incidents
5. Manage multiple administrative requirements

The RA positions are beneficial because they offer an opportunity to develop skills and behaviors that are valuable in a wide range of professions. Specific responsibilities of the RA position are listed below. However, additional responsibilities may depend on the needs of a particular apartment living area.

Requirements of the RA Position
As a member of the Residential Programs, Resident Assistants are expected to conduct themselves in accordance with the goals, objectives, and ideals of the department. Listed below are the general requirements necessary to qualify for the position.

Resident Assistants applying for Stony Brook Southampton must:
- Be matriculated as a full-time student in an SBSH degree-granting program
- Maintain a minimum and cumulative GPA of 3.0
- Be in good disciplinary standing with the University
- Be eligible to live in the Stony Brook Southampton community

Contract Period:
All RA positions are for one contract cycle. Terms and conditions of the position, as well as specific contract periods, will be clearly outlined in the Statement of Understanding issued on the candidate hire date. Please find the basic contract months listed below.
- Stony Brook Southampton: 10 Month (August to May)

Compensation for the RA Position
- Housing Bed waiver for a single bedroom*
- $325 per semester Wolfie Wallet.

*Please be aware that the RA position may affect your financial aid package.
Overview of Position Responsibilities
Resident Assistants are expected to conduct themselves in accordance with the goals, objectives, and ideals of the Department of Residential Programs.

Individual Support and Community Development
- Know the building residents’ personal, social and academic concerns to better assist them
- Offer assistance to students by being familiar with and utilizing campus/community resources
- Be visible and available for your residents, which includes:
  - Maintaining a regular presence in the building/community and being available to students, including during evening hours and the majority of weekends
  - Participating regularly in building and community programs, events and meetings in addition to occasional participation in campus-wide programs, large scale area events, and other meetings
- Maintain confidentiality of student information and educate students regarding limitations to confidentiality
- Refer to your Student Life Specialist any resident who you perceive needs professional attention

Community Standards
- Educate community members regarding their rights and responsibilities as members of a floor, building, and campus community
- Encourage the establishment of behavioral standards within the community that promote the concept of common courtesy and consideration for others
- Provide information about and revisit community norms and standards when needed
- Keep residents informed of all pertinent information and deadlines; including posting necessary notices
- Assist community members with resolving conflicts appropriately
- Conduct Health & Safety inspections on a monthly basis and during nightly rounds while on duty
- Be familiar with, enforce, and be able to effectively communicate Campus Residences and University policies and regulations in a positive manner
- Recognize, respond, and report violations of the Student Code of Conduct and the Terms of Occupancy and federal, state, and local laws

Educational and Social Programming
- Initiate, plan and organize programs of social, educational, cultural and/or recreational nature with the following considerations:
  - Implement programs that meet the needs and interests of the diverse residential student population
  - Meet established timelines for marketing, funding, and room reservations for programs
  - Plan programs that consider the safety and wellbeing of all participants and the residential community
  - Utilize appropriate department, University, and local resources with the prior approval of your supervisor
Incident Response and Duty Coverage

- Assist with responding to emergencies and critical incidents
- Provide coverage within staff duty rotation:
  - Duty hours are as follows:
    - Office Coverage - 7:00pm - 11:00pm (7 days a week)
    - Overnight 11pm - 8:30am (Phone Coverage)
    - 24-Hour Phone & Duty Coverage for Saturday and Sunday
  - Provide support for an early return, late departure, and break duty coverage in accordance with area needs including, but not limited to, Thanksgiving, intersession, and spring break
- Follow all other duty procedures as outlined in Departmental guidelines and by your Student Life Specialist (SLS)

Administrative Management Expectations

- Complete assigned paperwork and administrative tasks in a timely manner including all reports, records, and evaluations as requested
- Consistently check and respond to your assigned University email account on a daily basis
- Receive prior approval from direct supervisor and the department before committing to any significant responsibilities that require time away from the area community (part-time work on/off campus, student leadership positions, University athletic team memberships, community service)
- All staff members are expected to assist in the recruitment and selection of new RAs. This includes identifying strong candidates and helping with the individual interviews and attending recruitment functions
- Be familiar with and be able to explain housing and maintenance procedures
- Utilize master keys only as outlined in established procedures
- Fulfill responsibilities with area opening and closing (check-in/out, room inspections, ERCRs, occupancy verification, and damage billing)
- Participate in ongoing meetings and training including but not limited to the following:
  - Weekly supervision meetings with your supervisor
  - Weekly staff meetings with team members
  - Emergency meetings & training as determined appropriate
- Report and document in a neat, timely and orderly fashion all incidents, concerns, and situations which require the attention of the professional staff

Interpersonal Skills/ Paraprofessional Development

- Provide excellent customer service and effectively utilize listening and confrontation skills
- Challenge yourself to achieve higher levels of awareness of people’s perceptions; maintaining appropriate sensitivity and awareness of cultural norms
- Use common sense and good judgment in decision making and follow-through on decisions
- Actively participate in paraprofessional and personal development opportunities
- Attend all meetings and training on time:
  - All RAs are required to attend training as scheduled at the Area and Division-wide levels
  - This includes, but is not limited to, summer training and in-service training throughout the year
- Participate in a supervisor led performance evaluation and community feedback opportunities during each semester of employment