

Job Card – Resident/House Assistant– Student Residence Halls

Title	Resident Assistant/House Advisor (2022-2023)		
College	Residential Colleges & Areas	Supervisor	Director of Residence Life
Desired Start Date	08/21/2022	Application	https://hdh.ucsd.edu/ssoStudent/RAHAApply
Duration	08/21/2022 - 06/19/2023	Work study	N/A
Title	Student Residence Halls	Employer	UCSD – Residential Colleges & Areas
Pay Rate/Hour	See COMPENSATION section below		

DESCRIPTION

The Resident/House Assistant (R/HA) is a registered full-time student employee who lives and interacts with their peers in a residence hall or apartment complex. The R/HA is a member of the Residence Life staff and actively participates in the development of a comprehensive residential life program.

This is an in-person position and requires you to live on campus.

The R/HA position, due to its live-in nature, requires willingness to be called into service at any time of the day or night in order to meet students' needs as they arise, even in times of emergency when the campus may close for extended periods of time. The R/HA will function as a resource, mentor, policy enforcer, and peer advisor to residents. Therefore, availability, consistency, and interpersonal skills are of the utmost importance.

The R/HA is expected to serve as a role model and abide by all University and Residential Life policies. The R/HA is expected to adopt the goals of maintaining a safe, secure, inclusive, and comfortable living/learning environment. As a role model and a programmer, the R/HA is further fulfilling the University's mission for education and service as well as maintaining good academic standing and continuing full-time student status.

RESPONSIBILITIES INCLUDE:

Student and Community Advising Responsibilities

1. To be a campus resource person in the Residential community.
2. To advise and refer students, within the limits of training and capability, on personal, academic, and social matters.
3. To organize educational, cultural, social, and recreational activities according to the needs of their students, and to contribute to the success of these activities through appropriate implementation, participation, and leadership.
4. To encourage students to participate in leadership activities and organizations within the Residential Life community, within the College, and within the larger University community as a whole.
5. To protect the rights and welfare of each student.
6. To interpret, explain and, when necessary, enforce University policies and regulations within the Residential community.

Staff Responsibilities

1. To work in conjunction with the Residential Life Office and/or other agencies in the review of appropriate policies for residential living.
2. To work in conjunction with the HDH & Market staff, when appropriate, in matters related to student conduct and University property.

3. To assist in the assessment and determination of damages to University property. To work effectively with housekeeping/custodial staff on issues regarding cleaning, maintenance, and damages.
4. To assist campus security officials in matters related to the safety, welfare, and rights of students and protection of University property.
5. To establish a working relationship with staff members of the Residential Life Office, and across all residential areas within the University community.
6. To attend all training programs in the Fall, Winter and Spring, and all ongoing in-service and pre-service training programs throughout the academic year as determined by the Associate Dean of Student Affairs/Director of Residence Life staff.
7. To participate in administration of the annual Resident/House Assistant selection process, during Winter and Spring Quarter, in evaluating future staff.
8. To participate in university-wide campus events, including but not limited to, Fall Orientation, Triton Day, Week of Welcome, SunGod festival.

Administrative Responsibilities

1. To participate in all administrative duties associated with opening and closing the residential facilities. This includes general resident check-in and check-out for the academic year, room inspections, and assistance with additional duties in closing the residential halls during holiday break periods.
2. To maintain essential information (such as telephone numbers of residents or others for emergency purposes, and records of special medical problems) about each resident for whom the Resident /House Assistant is directly responsible, and to furnish this information to the Associate Dean of Student Affairs/Director of Residence Life staff as requested. (Information on class schedules, activities, interests, etc., may also be helpful.)
3. To provide immediate and accurate reporting or response to requests from the Associate Dean of Student Affairs/Director of Residence Life staff and the other Residential Life Office staff.
4. To be available and visible to students (in the RAs' room or floor community) at times other than just specified duty or open-door hours.
5. To be on time with all aspects of the administrative responsibilities.
6. More specific duties and expectations will be discussed during fall training and are subject to change anytime at the discretion of the Associate Dean of Student Affairs/Director of Residence Life staff.

Health and Safety Responsibilities

1. To assume responsibility for Resident Assistant duty coverage on behalf of the residential community on designated weeknights and weekends, as assigned throughout the academic year. This includes the expectation to perform community safety (duty) rounds at various times throughout the day, including but not limited to, early morning, daytime, evenings, and late at night.
2. To respond appropriately to crisis situations (such as fire, medical emergency, serious maintenance problems, personal crises), without taking action that would in any way endanger themselves or others.
3. This position has been identified as a Campus Security Authority pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and requires immediate reporting of Clery Act crimes occurring on Clery Act geography to the UC San Diego Police Department (UCPD). It is the responsibility of the CSA to ensure they obtain proper training to fulfill their reporting responsibilities as required by the Clery Act and University policy, and to complete and submit the required reports to the UCPD without delay.
4. The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act

Residential Life Yearlong Committees

Each R/HA will be assigned to a Residential Life Yearlong Committee for the academic year. Yearlong committees will be assigned at the discretion of the Associate Dean of Student Affairs/Director of Residence Life staff during fall training and may change at any time during the academic year.

Mandatory Meetings

The Resident/House Assistant must have Tuesday nights from 5:00pm to 9:00pm available for weekly staff meetings during all three quarters of employment. Exact meeting time is dependent on the assigned area. No classes may be scheduled during this time. The R/HA also must attend and participate in a weekly building area team meeting, as scheduled with fellow members of the building area team. The R/HA must also attend regularly scheduled meetings with their supervisor.

Compensation

1. STDT RSDNC HALLS- Resident Assistant (RA)-49%- 08/21/2022 - 06/19/2023
2. Compensation is the cost of a single room (\$1,157/mo) and a meal program in the amount of \$562/mo (combination of Dining Dollars (\$225/mo and Triton Cash \$337/mo). If employment is terminated early for any reason, the amount of money that should be left on the meal plan and Triton Cash will be prorated based on the date of termination. Any amount spent over that dollar amount must be remitted to the Office of Residence Life. Triton Cash funds will be made available for use beginning September 2022 and will be provided as a \$1124 credit each quarter.
3. Room will be provided beginning 08/21/2022 and ending on 06/19/2023. (Residence Hall RAs are required to vacate their rooms during Winter and Spring breaks unless prior arrangements are made with their direct supervisor.) The exact date of room availability is subject to change, based on bed space availability.
4. Compensation package is subject to change in the event of any changes to the University Housing contract; candidates will be notified of any changes prior to signing any employment agreements.
5. Individuals who resign or are terminated prior to the end of their contract period will be expected to pay back any meal plan benefits that exceed the average pro-rated daily balance which applies to their actual period of employment.

Qualifications

To be eligible for employment as a Resident/House Assistant, candidates must:

1. Be of at least sophomore standing by the beginning of the Fall for which the RA is applying. In addition, candidate must have attended UCSD for one full academic quarter to apply and be a full-time registered student at UCSD the quarter prior to hiring (spring quarter).
2. Academic success of 2.50 is a preferred minimum for quarterly and cumulative Grade Point Average to apply and at the time of hire. If a candidate's quarterly and/or cumulative GPA fall below a 2.50 at any point during the academic year (including summer sessions, prior to, or at the time of hire), the candidacy may be forfeited, and if offered a position, the offer may be rescinded. An employee who's quarterly and/or cumulative GPA drops below the university academic minimum will be subjected to conditional employment and/or release of employment at the discretion of the Associate Dean of Student Affairs/Director of Residence Life staff. Quarterly grade checks will be conducted by the Associate Dean of Student Affairs/Director of Residence Life staff after grades have been finalized. If an employee is anticipating a quarterly and/or cumulative grade point average drop, it is the responsibility of the employee to immediately notify the Associate Dean of Student Affairs/Director of Residence Life staff.
3. Be in good standing in accordance with University and Residential Life policies. Student conduct related records will be considered in evaluating all candidates, since Resident/House Assistant will be called upon to enforce policies, and therefore must be effective role models. Individuals who have received a sanction of probation (or greater seriousness) will be considered ineligible for selection during the contract period in which the violation occurred. Those denied eligibility for conduct related reasons may be allowed to re-apply in a future contract period, but only at the discretion of the Associate Dean of Student Affairs/Director of Residence Life staff. Resident/House Assistants who are found to have violated a University policy while under contract may face personnel action or termination as a result. Prior to service, if a candidate is offered a RA position but is later involved in a violation of University policy or conduct

related matter, the individual may have their offer rescinded, or may be demoted to alternate status, at the discretion of the Associate Dean of Student Affairs/Director of Residence Life staff.

4. Have a general knowledge of the residential college's general education requirements and College/residential services and staff to appropriately refer students.
5. Demonstrate leadership ability, interpersonal skills, and an appreciation of student life at UCSD.
6. Due to time conflicts with R/HA training and Orientation, students hired as a R/HA at UCSD may not be permitted to serve as an Orientation Leader at any college. You should check with the residential offices and Colleges to confirm.
7. Outside work commitments (this includes volunteer organizations or other student organizations) must be limited to no more than 10 hours per week.

Conditions of Employment

1. Appointment is for one academic year, contingent on satisfactory performance as evaluated by the Associate Dean of Student Affairs/Director of Residence Life staff.
2. The Resident/House Assistant must sign and abide by policies outlined in the Terms and Conditions of Employment, UCSD Student Conduct Code, University Housing Contract, and Departmental Expectations for Paraprofessional Staff.
3. The R/HA can expect to spend an estimated 19.5 productive and involved hours per week, although this time can vary depending on the time of the year and the circumstances.
4. Any R/HA wishing to obtain another job or be involved in other extracurricular activities (such as sports, drama productions, student government, etc.) must have prior written approval from their supervisor. All such activities must be arranged so as not to conflict with any R/HA responsibilities.
5. Any R/HA wishing to attend Summer Session 2 or enroll in any courses overlapping with R/HA training dates must have prior written approval from their supervisor. All such activities must be arranged so as not to conflict with any R/HA responsibilities.
6. Any R/HA wishing to attain any internship, employment opportunity, or other commitment overlapping with R/HA training dates must have prior written approval from their supervisor. All such activities must be arranged so as not to conflict with any R/HA responsibilities.
7. The Resident/House Assistant must reside in their assigned on-campus residential space and be present in their residential community. The R/HA position is not remote, any extended leaves of absence from campus must have prior written approval from a supervisor and must be arranged so as not to conflict with any R/HA responsibilities.
8. In accordance with the University of California's Personnel Policies for Staff Members (UCPPSM) section 61, employees serving a probationary period or holding limited, casual/restricted or floater appointments may be released at any time at the discretion of the University. The employee shall be notified of the release in writing.
9. Must pay UCSD Student Services fees each quarter working (including SP'22 to start working 8/21/22).
10. Upon hire, MUST be able to provide proof of eligibility to work in the U.S. Original, unexpired documents REQUIRED. No photocopies accepted. No exceptions.