

Resident Assistant 2025-2026 Position Description

Department of Residence Life • University of Wisconsin-River Falls

Title: Resident Assistant (RA)

Department: Residence Life

Reports to: Area Coordinator

Appointment: August 18th, 2025 @ 1:00pm through May 15th, 2025 @ 5:00pm

Remuneration: RAs are compensated for their work in the form of a single room (when applicable), and a 14-meal plan with dining dollars.

- **Single Room:** Residence Life will provide a single room when available at no cost. If over occupancy occurs, RAs may choose a roommate, or one could be assigned on a temporary basis. RAs with a student temporarily living in their room for a minimum of one full month or longer will receive \$76 per month in additional compensation.
- **Meals:** Residence Life will provide the Traditional 14 meal plan per semester for use when food service is in operation at the University Center. RAs can increase their meal plan but will be charged the difference. Some meals may be provided for staff during trainings.
- **Stipend:** Residence Life will provide a one-time stipend per semester. First year RAs will receive \$250 per semester and second year and above RAs will be received \$300 per semester. This stipend will be awarded at the end of each semester.

Required Dates

It is expected that Resident Assistants are available and present during the required dates listed below. Resident Assistants who miss required dates may be removed from the position.

- **Staff Meeting:** Mondays 8:00pm-9:30pm during Fall and Spring Semesters
- **Fall Training:** August 18th @ 1:00pm – August 28th @ 6:30pm
- **Fall Opening:** August 29th @ 7:00am - September 1st (no later than 11pm) *includes move-in day and Week of Welcome activities
- **Fall Semester:** September 2nd - December 19th @ 12:00pm
- **Spring Training:** January 21st @ 1:00pm - January 23rd @ 6:30pm
- **Spring Opening:** January 24th @ 7:00am - January 25th @ 6:30pm
- **Spring Semester:** January 26th - May 16th @ 12:00pm

Residence halls are opening during academic breaks and need to be staffed. Therefore, some staff are expected to volunteer during breaks to assist with duty (typically paid shifts). These times and dates may change based on departmental and/or university needs.

- **Fall Break:** Staff can leave the day before Fall Break begins and are expected to return for their assigned break duty shift(s). Staff not assigned to work during the break must return the Monday morning after Fall Break.
- **Thanksgiving:** Staff can leave the Tuesday before Thanksgiving and are expected to return for their assigned break duty shift(s). Staff not assigned to work during the break must return the Monday morning after Thanksgiving.
- **J Term/ Winter Break:** December 19th @ 6:30pm - January 25th @ 6:30pm. Staff are expected to return for their assigned break duty shift(s).
- **Spring Break:** Staff can leave the Friday before spring break and are expected to return for their assigned break duty shift(s). Staff not assigned to work during the break must return the Monday morning after spring break.

Responsibilities

The Resident Assistant is a live-in member of the Department of Residence Life staff. The Resident Assistant works specifically to develop and enhance community for residents of an assigned wing/floor/building. Resident Assistants are expected to engage with student residents to create an open, inclusive, and supportive residential community. This position has regularly scheduled responsibilities and times at which Resident Assistants are available and accessible to residents in their residence hall during evenings and weekends.

Community Development

- a. Actively build relationships with the resident in assigned community by engaging in intentional in-person and virtual caring conversations with each resident 3 times each semester.
 - i. Maintain virtual communication with all residents by utilizing a weekly or biweekly email.
- b. Develop a sense of community by fostering social engagement (i.e., programs and weekly tradition) that encourages interaction and involvement in activities among students on the floor/wing.
- c. Support the University's educational mission and value for diversity by creating an inclusive environment for all Residence Life students, staff, guests, and partners.
- d. Discuss conflicts between residents by increasing their understanding of one another and assist them in compromising and conflict resolution.

Residence Education

- a. Implement the Residence Education Curriculum as outlined by your supervisor focusing on departmental learning outcomes and the goals of the community.
- b. Assist residents, staff, and guests in establishing and maintaining positive community standards and in accepting responsibility for community issues by educating, confronting, and documenting concerning behavior.
- c. Respond to student behavior which may be indicative of personal, social, or academic problems and refer them to the appropriate campus resources.

Residence Hall Operations and Management

- a. Participate in duty rotation during the designated hours as assigned by the Residence Life Department and complete all expectations and tasks associated with being on duty in assigned area.
- b. Respond to facility-related emergencies, providing support and resources to students and others, including proper referrals. Providing support after hours and while not on duty. This could include assisting with lockouts, quiet hours, etc.
- c. Educate residents on community safety and security efforts as well as emergency and severe weather procedures.
- d. Complete administrative assignments by the deadline set by your supervisor.
- e. Assist with the implementation of administrative procedures including check-in/check-out processes, room changes, mail, hall closing and openings, and common area damage assessment.

Leadership

- a. Actively support other members of the staff and established community expectations.
- b. Encourage and support community and hall student leaders. Assist in the recruitment, development, and retention of student leaders.
- c. Assist with and encourage participation in programming opportunities offered by the Department of Residence Life and campus partners.
- d. Role model positive behavior to residents and peers regarding academics, University and departmental policies, and interpersonal skills.
- e. Uphold the Department's Commitment to Diversity and Inclusion, and Commitment to Customer Service.

Qualifications and Conditions of Employment

- Must have completed one semester at UW-River Falls or another collegiate institution prior to employment. UWRF residence hall living experience preferred.
- Must be enrolled as a full-time student, no less than 12 credits per semester during the period of employment.
- Must be in good standing regarding campus conduct, not being on residence hall or university disciplinary probation.
- Student staff are expected to maintain a 2.00 cumulative and semester grade point average during their time of employment. If a student's cumulative or semester GPA is less than 2.00, a written request will be required if the student wishes to remain in the position. The Area Coordinator will review the request and make a decision regarding the employment status of the student staff with probation, academic performance plan, and/or termination.
- Must not be studying abroad or another activity that requires significant time away from campus during the 2025-2026 academic year.

- Must be able to attend staff meetings, complete all training sessions, and be present during required dates. Exceptions may not be made for other off-campus or on-campus positions that conflict with required dates.
- Must not be studying abroad or another activity that requires significant time away from campus during the 2025-2026 academic year.
- Must be able to attend staff meetings, complete all training sessions, and be present during required dates. Exceptions may not be made for other off-campus or on-campus positions that conflict with required dates.
- Prior to and during employment, RAs are expected to serve as positive role models for residents. RAs are expected to follow residence hall and University policies, as well as state and federal laws. This expectation applies throughout the period of employment, whether on or off duty, on or off campus.
- Prior to employment, any offer is contingent on passing the background check.
- The RA position is a full academic year appointment. If, after being selected and assigned, an RA learns that they will be unable to work both semesters, they may be removed from the position.
- The RA position requires responsibilities of entering campus residence halls, some of which do not have elevators. The position also requires late nights, and infrequent lifting of items of 25lbs.

Termination/Resignation

The following behaviors, if committed by a Resident Assistant, are considered serious enough to warrant conduct referral, disciplinary action, and/or termination from the RA position. Please note that this is not a comprehensive list. If an RA is allegedly involved in a violation of Residence Hall and/or University policy, the RA as a student is also subject to adjudication through the conduct process of the University.

- Violation of Residence Life and/or University policies and regulations.
- Behavior resulting in a felony conviction.
- Behavior resulting in a misdemeanor conviction that casts reasonable doubt on the likelihood of satisfactory job performance.
- Acts of negligence, depraved indifference, and/or incompetence that cast reasonable doubt on the likelihood of job performance or endanger the safety of a student.
- Misuse of official keys or card access.
 - Loss of a master key could result in the replacement cost for re-coring building locks being charged to the RA.
- Refusal to comply with reasonable, legitimate, and specific direction with regard to responsibilities expressed or implied in the job description.
- Behavior that can be reasonably considered to be seriously damaging to the ability of the University to meet its contractual responsibilities including but not limited to; lying, interference with university job performance, etc.
- The use of alcohol or other drugs which violates any Residence Hall/University and/or State policies or expectations of RA positive role modeling including but not limited to being under the influence while performing any aspect of the RA job such as assisting students, completing duty, responding to an emergency, etc.

Any violations of the above guidelines will warrant consideration for a formal job performance review or immediate dismissal from the position and cancellation of all benefits of employment.

Termination of employment will require the departing staff member to be moved out no later than 48 hours after receiving written notification of their termination. In some cases, immediate relocation may be necessary.

In the case of a resignation, the RA must work with the Area Coordinator to establish an appropriate timeline to move to a different residence hall space. The timeline will be no later than 48 hours from the date of resignation.

Upon conclusion of employment, all benefits are ended, and the RA must return all items to the Area Coordinator and are not eligible to reside in the building they were assigned to as an RA. RAs are expected to honor the terms and conditions of the residence hall contract they signed despite no longer being employed by the Department of Residence Life.

Appeals

An RA who wishes to appeal for their termination must submit a notice to appeal within 24 hours of termination. Termination due to academic standing is not a reason to appeal. Upon receipt of the notification, the Director of University Housing will schedule a meeting with the appealing staff member to review the circumstances surrounding termination.