

### Resident Assistant 2026-2027 Position Description

Department of Residence Life • University of Wisconsin-River Falls

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**Title:** Resident Assistant (RA)

**Department:** Residence Life

**Reports to:** Area Coordinator

**Appointment:** August 17<sup>th</sup>, 2026 @ 1:00pm through May 15<sup>th</sup>, 2027 @ 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. State of Wisconsin rules limit how we can offer the meal plan. Because of this, RAs may choose to decline the meal plan if they wish; however, we are unable to modify or substitute this benefit. 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

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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.

\*These times and dates may change based on departmental and/or university needs.\*

- **Staff Meeting:** Mondays 8:00pm-9:30pm during the Fall and Spring semesters
- **Fall Training:** August 17<sup>th</sup> @ 1:00pm – August 28<sup>th</sup> @ 6:30pm
- **Fall Opening:** August 29<sup>th</sup> @ 7:00am - September 1<sup>st</sup> (no later than 11pm) \*includes move-in day and Week of Welcome activities
- **Fall Semester:** September 2<sup>nd</sup> - December 23<sup>rd</sup> @ 5:00pm
- **Spring Training:** January 19<sup>th</sup> @9am - 22<sup>nd</sup> @ 6:30pm (Due to holiday on 1/18 training will begin Tuesday 1/19)
- **Spring Opening:** January 22<sup>nd</sup> @ 7:00am - January 24<sup>th</sup> @ 6:30pm
- **Spring Semester:** January 25<sup>th</sup> - May 14<sup>th</sup> @ 12:00pm

"No Fly" or closed weekends are those in which RAs will be expected to remain on campus due to increased campus activity or needs related to the RA position. These weekends include those such as fall hall opening (August 29<sup>th</sup>-September 2<sup>nd</sup>), spring hall opening (January 22<sup>nd</sup>-January 25<sup>th</sup>). Other weekends may be announced in the future and with as much notice as possible.

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. Staff should not create break plans until break duty assignments have been made.

- **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 this break duty must return the Monday morning after Thanksgiving.
- **J Term/ Winter Break:** December 23<sup>rd</sup> 2026 @ 6:30pm - January 23<sup>rd</sup> 2027 @ 1:00pm. 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 Monday morning after spring break.

## **Responsibilities**

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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**

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- 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.
- RAs must have a minimum 2.0 cumulative GPA when they assume their duties as a Resident Assistant. Exceptions are granted only with the approval of the Assistant Director of Residence Life.

- If at any time an RA falls below a 2.0 cumulative GPA, the RA will enter an academic probation status. An RA may not be on academic probation with the department of residence life for two consecutive semesters.
- If an RA falls below a 2.00 semester GPA, a decision about their retention will be made in consultation with the Assistant Director of Residence Life, the Area Coordinator, and the RA. A decision will be made which is in the best academic interest of the student during their employment period with the Department of Residence Life. If the RA is retained, they will enter a Residence Life academic probation status. Any RA whose semester GPA falls below 2.0 two consecutive semesters, will have their employment contract terminated immediately.
- 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 2026-2027 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.

Residence Life addresses performance concerns through a coaching-centered approach that promotes growth, development, and accountability, ensuring alignment with departmental and UWRF mission, values, and expectations. Concerns related to student staff conduct will be addressed in accordance with Residence Life and/or UWRF student conduct processes.