

## RESIDENT ADVISOR POSITION DESCRIPTION

A Resident Advisor is a full-time, undergraduate Yeshiva University junior or senior, having completed at least one semester on campus by the time the application process begins. She lives in Yeshiva University housing and serves as a creative program planner, as well as a resource and advocate for the residents on her floor. The RA also assists with daily, Shabbat and vacation duty coverage, plans monthly floor programs, and completes administrative tasks associated with the operation of the entire University Housing community. A Resident Advisor serves as the vehicle in the development of the residence hall community and deals with concerns of the students. She is a first responder and crisis manager. An RA is expected to spend about 15 hours per week involved with the position (excluding Shabbat duty).

**Qualifications:** An RA must display good judgment, strength of character, self-confidence and a strong sense of responsibility. Collaborating and cooperating with residents and other UHRL team members is essential to understanding of the needs of a diverse community. Each RA must be a full-time registered undergraduate student with at least a 3.0 GPA at the time of her interview and maintain this GPA throughout her position as a Resident Advisor. If there is a change in an RA's status, her employment may be terminated. All University Housing and Residence Life staff members must be in good standing at Yeshiva University. A Resident Advisor may not hold another job/position, volunteer or paid, that requires more than 5 hours per week of work unless she has prior permission from the University Housing and Residence Life Administration.

**Employment Commitment:** The employment period for the RA position begins with Staff Training in mid-August and ends three days after University Housing officially closes in late May. In addition to the responsibilities listed below, RA's are expected to assist in the office or at events as needed.

**Lobby/Shabbat Duty:** Each RA will be assigned at least one evening duty per week and one Shabbat duty a month. Lobby duty includes sorting mail, hanging flyers and answering questions. Shabbat duty includes attending all meals, setting up snacks and games in the lounge of the residence hall and coordinating programming with the Student Life department.

**Vacation Duty:** Staff is required to work ONE of the possible following vacation duty shifts -

- Rosh Hashanah through Yom Kippur
- Yom Kippur through Sukkot
- Chol HaMoed Sukkot
- Thanksgiving weekend
- Intersession
- Purim weekend

Every RA will be assigned a specific vacation duty prior to leaving campus at the end of the Spring semester.

\* Vacation duty shifts are subject to change, based on the 2020-2021 academic calendar.

**Floor Responsibilities:** All staff members are expected to be a presence and sufficiently available for the residents on their floor. This should be accomplished through monthly floor programming and student contact on a weekly basis. The RAs in each building will also work together to plan one building-wide event per semester. A staff member who is not on duty and who plans to leave the residence hall for an extended period of time (excluding Shabbat) must obtain prior permission from the University Housing and Residence Life Administration.

**Compensation:** The compensation package for the RA position includes -

- a stipend of \$1250 over an 8 month period, payable bi-weekly
- the value of the housing assignment (building-dependant)
- the costs associated with any Shabbat you remain on campus whether on duty or otherwise

\* The total value is subject to change, based on the 2020-2021 housing costs.

**Housing Assignment:** Each RA is responsible for FILLING her residence hall room/apartment to capacity prior to leaving campus in the Spring. If unable to do so, there is a possibility that potluck students may be assigned to any vacant spaces.

**Outside Interests:** An RA is not permitted to hold the following positions, including but not limited to:

- Student Council
- TAC
- Sy Syms Executive Board
- Senior Class President
- Head of Student Life Committee
- Editor in Chief of the Observer
- Madrichot on Campus
- Student Guides

**Training and Development:** All University Housing and Residence Life Staff members are required to attend all UHRL sponsored events, as well as the programs listed below. Please plan your academic and social schedules accordingly.

- UHRL Training - Monday, August 17 – Saturday, August 22; day, night, & Shabbos
- Orientation - Sunday, August 23 – Tuesday, August 25
- Orientation Shabbat - Friday, August 28 – Saturday, August 29
- Bi-Weekly UHRL meetings - Tuesday evenings, 8:00 pm – 9:00 pm