

## RESIDENT ADVISOR POSITION DESCRIPTION

2021-2022 Academic Year

Resident Advisors (RAs) at Yeshiva University are student employees who assist other students with their educational, interpersonal, and social needs within the Residence Halls. RAs are students and employees of the University at the same time, a balance which means there are professional responsibilities but also the expectation that RAs are learning and growing throughout their employment. RAs live in Yeshiva University housing and serve as resources and advocates for the residents that are part of their floor community. RAs also assist with daily, Shabbat, and vacation duty residence hall staffing, plan monthly floor programs, and complete administrative tasks associated with the operation of University Housing & Residence Life. RAs serve as the vehicle for the development of the residence hall community, mediate roommate conflicts, and deal with concerns of the students. They are first responders and crisis managers.

The RA's role involves advising students, setting expectations and behavior limits on residents, implementing floor programs, managing upkeep of communal floor resources, responding to issues, and providing visible and valuable leadership within their residence hall and the greater Yeshiva University community.

University Housing & Residence Life encourages students to continue their significant personal growth and development during the college experiences, and RAs are a key part in that development. RAs should be aware of the ways students grow and develop and assist them with transitions, changes, and transformations they experience during college. RAs accept the diversity of beliefs, values, and interests at Yeshiva University and demonstrate consistent behavior toward and interaction with all students. RAs report to the Head Resident Advisor(s) or Graduate Assistant(s) of their respective residence hall, and to the Director and Associate/Assistant Director of University Housing & Residence Life (UHRL). They are expected to spend about 15 hours per week involved with the position (excluding Shabbat duty).

### QUALIFICATIONS:

All RAs must meet these minimum qualifications when applying and *throughout the course of employment*:

- full-time enrollment in an undergraduate program at Yeshiva University
- a cumulative GPA of 3.0
- full semester completed in on-campus housing
- good academic and behavioral standing

*If there is a change in an RA's status, their employment may be terminated.*

### SKILLS:

All RAs should demonstrate proficiency in these skills and continue to develop them throughout selection, training, and employment:

- interpersonal skills, especially listening, recognizing, and utilizing verbal and non-verbal cues
- the ability to give and receive feedback
- public speaking
- creativity
- good judgement
- strength of character
- self-confidence
- strong sense of responsibility
- enthusiasm for the mission of the University and UHRL
- leadership and role modeling among peers

## **EXPECTATIONS:**

RAs must be well-versed in policies and procedures, academic programs, and other resources and activities at Yeshiva University. They should keep up-to-date with important events and issues on campus.

The RA agrees and understands that their RA responsibilities are primary in regard to all other campus activities, except for academic degree responsibilities. RAs are not permitted to work more than five hours per week, paid or unpaid, outside of the RA position without permission from senior staff.

RAs should sleep on campus Sunday night to Thursday night of each week, and on Friday and Saturday nights of assigned weekends. RAs get approval for any absence from campus longer than one day.

RAs are valued members of a student-serving office and serve a vital role as employees and as students themselves. Their feedback is important and appreciated, but RAs must also represent the office positively and appropriately to all stakeholders. While the staff structure is collaborative and friendly, RAs should maintain a professional demeanor to colleagues and all members of the Yeshiva University community.

RAs should be prepared for this position description – and their responsibilities – to change at any time, and they should be flexible with the role. Failure to meet any of the requirements detailed in this position description, or added at any point, can result in additional required duties, docking of pay, suspension of privileges, or termination of position. Both the extent of shortcomings and consequences are at the discretion of the Director of University Housing and Residence Life.

## **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, RAs 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. Office/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 Office of Student Life.

### **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 2021-2022 Academic Calendar.*

**COMMUNITY 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
- student contact on a weekly basis
- one building-wide event per semester

**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-dependent)
- 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 2021-2022 housing costs.*

**Housing Assignment:** If applicable, based on assignment, each RA is responsible for FILLING their residence hall room/apartment to capacity prior to leaving campus in the Spring. If unable to do so, there is a possibility that additional students may be assigned to any vacant spaces.

**OUTSIDE INTERESTS:**

RAs cannot hold any of the following positions, which would create a conflict of interest and/or time:

- President of any elected student council
- member of the Resident Council
- Co-Chair of the Student Life Committee
- member of the upper management of a student paper
- Madrich(a)
- Student Guide
- Secretary General of YUNMUN

With advance agreement, RA may hold any of the following positions, but should consider carefully how they will resolve conflicts of interest and manage their time:

- captain of any athletic team
- commissioner of an intramural sport
- President or head of any club.

**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 – Dates TBD
- Orientation and Orientation Shabbat– Dates TBD
- UHRL meetings: Bi-Weekly Tuesday evenings, 8:00 pm – 9:00 pm