RESIDENT ASSISTANT LEADERSHIP POSITION DESCRIPTION

The Department of Residence Life at Winthrop University is dedicated to building a community that exemplifies Academic Excellence, Self-Development, and Community Commitment. It is the responsibility of every staff member to know, promote, and support these three educational priorities. The amount of time a student should reasonably spend performing their duties as a Resident Assistant is 20 hours per week.

REQUIREMENTS

- Must maintain a 2.5 cumulative grade point average from the time of application throughout their service.
- Must take a minimum of 12 semester hours and a maximum academic load of 18 semester hours. After the first semester of service, an overload may be taken with permission from the Assistant Director of Residence Life.
- Must have lived in Winthrop residence halls a minimum of 1 semester.
- Must limit involvement in campus activities and organizations to the extent that there will be no conflict with duties and the time requirements of the Resident Assistant leadership position. Concerns about time commitments will be considered on an individual basis.
- May not hold a major campus office (i.e. president of RSA, DSU, or CSL) or other employment unless granted an exception by an Assistant Director of Residence Life.
- May not pledge a Greek Organization during the first semester of service.
- Must be willing to live by and support the policies and philosophy of Winthrop University and to accept the responsibilities of the Resident Assistant leadership position.
- Must not be on academic or disciplinary probation.
- Must take and pass (with a C or higher) LEAD120A: Symposium on Residential Learning and Leadership.

RESPONSIBILITIES

- Collaborate closely with your Residential Learning Coordinator or Residence Director.
- Attend regularly scheduled weekly staff meetings with your Residential Learning Coordinator or Residence Director.
- Hold a floor business meeting at the beginning and end of each semester.
- Share duty coverage with staff team members, which may include Winter Break holidays in certain halls.
- Respond to emergencies in the residence halls.
- Be on duty five (5) weekends per semester and be present on campus at least two (2) of four (4) weekends each month.
- Complete tasks in the hall office for four (4) hours per week and maintain availability hours during weekends on duty.
- Perform designated administrative tasks, including updating and changing educational information as required.
- Disseminate University information in a timely manner to your residents.
- Support individuals, groups, and various Residence Life initiatives.
- Maintain confidentiality with regards to residence hall incidents and student information.
- Arrive early and/or stay late during breaks in order to open and close the hall.
- Return to campus before classes begin to attend fall and spring training workshops and prepare the halls for opening.
- Attend three (3) leadership development sessions per semester, to provide you with training throughout the year.
- Plan and implement programming for your residence hall that corresponds to the Residential Curriculum.
- Know the names of and become acquainted with your residents.
- Contribute to and support the specific community of your floor.
- Communicate with faculty and staff about their involvement in the residence hall.
- Understand and comply with the Master Key/Retainer Key policy.
- Abide by the procedures established for use of the Residence Life Purchasing Card.
- Act as a good role model, whether on or off campus.
- Know, support, and implement University policies and regulations, documenting policy violations when necessary.
- Agree to and carry out duties of the Resident Assistant Employment Agreement.
- Participate in the Resident Assistant selection process.
- Other duties, special projects and programs as needed.

Academic Success Community RA Requirements (not required of Winthrop Connect RAs)

- Connect every bulletin board to their Academic Success Community
- Connect every program to their Academic Success Community
- Meet once a month with their Academic Success Community committee
- Complete two programs per semester with their Academic Success Community committee
- Maintain regular communication with their Faculty Partner(s) and ASC RLC.