Stevenson College Resident Advisor Job Description
2015-2016

GENERAL DESCRIPTION
Each Resident Advisor (RA) is assigned to a residential house or apartment block and helps create and maintain community in her/his assigned house. As student employees of Stevenson College, RAs help to represent Stevenson's goals and ideals to students and their families. The RA works as part of an overall residential support system with other members of the residential and college staffs. The RAs are supervised by the Coordinators for Residential Education (CREs). The RA position requires a time commitment of approximately 20-25 hours per week, as well as participating in an RA class (for credit) Spring 2015, returning early fall quarter approximately two weeks prior to the start of the academic year, and working some weekends, nights, and holidays including one spring quarter weekend for our annual “Rock and Roll on the Knoll” concert event.

MINIMUM QUALIFICATIONS
• Must have completed 1 year of college prior to starting the position
• Must have experience living in a group setting
• Must be a full-time UCSC student, willing to hold position for the full academic year
• Must be in good academic standing. (Good academic standing is defined as maintaining a 2.5 cumulative GPA from the time of application throughout employment.)
• Must be in good judicial standing. (Good judicial standing is defined as anything below probation.)
• Must pass a fingerprinting/background check
• Ability to work well in a team
• Comfortable being a leader in group settings
• Ability to use authority with good judgment
• Possess administrative skills
• Possess effective communication skills in order to successfully approach people, mediate conflict situations and to enforce university and housing policies

COMPENSATION, TERMS & DATES OF EMPLOYMENT
• The standard campus perquisite is in the form of a single room in a residence hall or shared apartment and a 7-day meal plan. The value of this compensation is in the form of a deduction of the room and board rates during the term of employment. Please note: The compensation may impact your financial aid package, including work-study funds, scholarships, and grants. Please see an advisor at the Financial Aid Office if you have questions about your individual situation.
• The job is based on an average of 15 hours per week
• This job is secondary only to the staff member’s academic program. Each college/ARCH unit will provide guidance in regards to allowable time commitments (up to 10 hours) for extracurricular activities and/or employment as well as maximum academic loads.
• Dates of employment are approximately from September 1 through the Monday following commencement. The College/ARCH unit will set additional required dates, including guidelines around leaving for and returning from breaks.

Training Requirements & Dates

<table>
<thead>
<tr>
<th>Training Requirement</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Spring Training</td>
<td>Spring Quarter Class, Mental Health First aid, CPR/First Aid</td>
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<tr>
<td>Fall Training</td>
<td>Monday, August 31, 2015 - Opening</td>
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<tr>
<td>Move-in/Fall Welcome Week</td>
<td>Staff may be required to be available the entire week and following weekend</td>
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updated 11/26/14
**Winter Training**  
Between the days of January 2, 2016– January 4, 2016

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**Important Required Dates**

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<tr>
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<th>Staff required to stay until:</th>
<th>Staff required to return:</th>
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<tbody>
<tr>
<td>Thanksgiving</td>
<td>Wednesday, November 25, 2015*</td>
<td>Sunday, November 29, 2015</td>
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<tr>
<td>Winter Break</td>
<td>Friday, December 11, 2015*</td>
<td>Saturday, January 2, 2016</td>
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<tr>
<td>Spring Break</td>
<td>Friday, March 18, 2016*</td>
<td>Sunday, March 28, 2016</td>
</tr>
<tr>
<td>End of School Year</td>
<td>Monday, June 13, 2016 (noon)*</td>
<td>N/A</td>
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* End times based upon unit needs or discretion

**JOB DUTIES AND RESPONSIBILITIES**

1. **Training & Meetings**
   - Attend all required college trainings
   - Attend weekly Monday night staff meetings throughout the year
   - Attend one-on-one meetings with supervisor at regularly scheduled times
   - Have valid CPR/First Aid certification throughout term of employment
   - Have valid Mental Health First Aid certification throughout term of employment (courses offered spring quarter or during fall training pending unit decision)
   - Attend one professional development training or conference (i.e., NRAP, Practical Activism, Students of Color Conference, etc.)
   - If applicable, attend assigned committee meetings and/or meetings with other campus residential staff
   - Complete FERPA training

2. **Community Development**
   - Uphold and role model UCSC's Principles of Community and the college's/ARCH unit’s mission statement
   - Develop a safe and academically conducive residential environment
   - Maintain visibility and accessibility to residents
   - Provide conflict mediation, peer counseling, and encourage responsible behavior
   - Serve as a resource for residents
   - Know and educate residents about campus resources and services, and refer students as appropriate
   - Demonstrate competency around aspects of identity and difference
   - Maintain confidentiality and objectivity when working with students

3. **Programming**
   - Fulfill all programming requirements as outlined by college/ARCH unit and/or supervisor
   - Track and maintain allocated programming budget

*updated 11/26/14*
• Support and assist with Welcome Week/Fall Orientation
• Attend and support unit and university sponsored programs (e.g., college nights, MLK Convocation, etc.)
• Assist with Commencement
• Distribute and update flyers from campus partners

4. Safety & Security
• Respond to emergency situations and assist with evacuations when necessary
• Provide crisis interventions, provide referrals and seek assistance when necessary
• Document and report maintenance and custodial problems
• Maintain security of keys
• Report all safety concerns immediately
• Serve as a Mandated Reporter; fulfill all documentation and reporting requirements as outlined in the Clery Act (Campus Security Authorities - CSA) and the Child Abuse and Neglect Reporting Act (CANRA)

5. Policy Enforcement & Duty Rotation
• Uphold and enforce all housing and university policies
• Document all policy violations and submit incident reports within 24 hours of the incident
• Adhere to all housing and university policies, as well as state and federal laws
• Participate in on-duty/on-call rotation as assigned, and provide lock-out, emergency, and other assistance to residents as appropriate
• Report all acts of bias as identified in the university’s Hate/Bias policy

6. Administrative Duties
• Maintain regular communication with supervisor and regularly check UCSC email, room phone, and office mailbox and respond in a timely manner
• Follow all financial policies and procedures
• Complete all administrative tasks (i.e., purchase orders, paperwork, etc.) as assigned
• Assist with student check-in, room transfers, and check-out
• Assist with office coverage when necessary
• Assist with student staff selection
• Other duties as assigned

updated 11/26/14