



FORT HAYS STATE
UNIVERSITY



RESIDENTIAL LIFE FORT HAYS STATE UNIVERSITY

POSITION DESCRIPTION | RESIDENT ASSISTANT (RA)

GENERAL INFORMATION / DEPARTMENTAL MISSION

Residential Life provides an excellent living/learning environment which encourages participants to value learning, respect diversity, promote civic engagement, and foster community while supporting the FHSU commitment to affordable success through effective financial stewardship.

GENERAL DUTIES

- Be available and assist in the development of students within the living area as a whole. This includes interpreting, explaining, and enforcing University and hall policies.
- Perform general administrative duties as required. Prior to vacation periods, the staff member must remain until all students have left the floor before checking out with the Complex Director/Hall Director. This may mean that the staff member will have to stay later than the official date and time of the closing of the residence hall.
- Assist with the administration of the hall by working at the desk from 4-10 hours per week as assigned.
- Know each resident on his/her floor and as many other residents as possible in order to manifest Fort Hays State University's concern for the student's well being, as well as to discover areas of concern to the students. The individual student's confidentiality shall be respected. The staff member shall furnish pertinent information about individual students as requested or directed by the Complex Director/Hall Director and/or consistent with University policy.
- Cooperate with security agencies to insure proper safety procedures in the residence halls, including the execution of fire drills, building evacuations, building searches, keeping fire and smoke doors closed, and related matters.
- Participate in all staff training and orientation programs, as well as seminars dealing with various aspects of student and staff development. The staff member will also attend weekly meetings scheduled by the Complex Director/Hall Director for the purpose of in-service training, dissemination of information, development of staff unity, and desk sign-up.
- Refer to appropriate Fort Hays State University and community agencies those students in need of specialized help.
- Be in the hall and available when assigned on-call duty. A duty schedule for the semester will be posted at the desk. The staff member is required to be on-duty a minimum of one night per week (Monday-Thursday), and weekends as listed later. Weekend duty consists of working at the desk and being in the hall and generally available to the residents of the hall.
- Design, construct, and put up floor bulletin boards and door tags for each resident on her/his floor as directed by the Complex Director/Hall Director.

- Have all other major time commitments to extra-curricular activities approved by the Complex Director/Hall Director, since this position is the staff member's principle out-of-class activity. No other compensated employment (on- or off-campus) is generally permitted. Rare exceptions to this stipulation must be cleared in writing through the Complex Director/Hall Director and the Director of Student Residential Life before any such arrangement may be made by the staff member.
- Be available to counsel and interact with residents.
- Clear each and every out-of-town absence with the Complex Director/Hall Director prior to departure. Each RA is only allowed a maximum of four nights away per month with prior approval from the Hall Director.
- Be on a meal plan and live in either a private room or an apartment within the residence hall.
- Maintain a standard of personal conduct commensurate with his/her responsibilities. The staff member's performance is appraised periodically. To remain in good standing, performance must be judged to be satisfactory by the Complex Hall/Hall Director.
- Enroll in not more than 18 credit hours per semester and maintain a cumulative grade point average of not less than 2.50.
- Serve on at least one departmental committee.
- Perform other additional duties as required by the Complex Director/Hall Director or Director of Student Residential Life.

ON CALL DUTY

Each Residence Assistant (RA) shall have on-call duty on a rotating basis within the hall to which they are assigned, and on other weekends designated as duty weekends by the Complex Director/Hall Director. Weekend duty consists of working at the desk and being in the hall and generally available to the residents. When on-duty, the RA may be required to carry the on-call cell phone. In such instances, the RA must have it with him/her at all times. Prior to 9:00 p.m., the RA may be either on the University campus or within the 10 minutes of campus when on-duty. When on-call, the RA is in charge of the entire hall and its operation.

REMUNERATION

Residential Assistant are compensated with a base salary of \$6,021.00. In addition, they will receive a complimentary single room. RAs are required to purchase a meal plan. Scholarships for housing will not apply toward Residential account.

TO APPLY

Submit an application, applicant evaluation form*, an official FHSU transcript, and a letter of recommendation from a full-time FHSU faculty/staff member to: Office of Residential Life, attn: Amy Jensen, Room 114, Agnew Hall, Hays, KS 67601.

*The attached "Applicant Evaluation Form" must be completed and remitted by your current RA/RM on your floor.

All application materials are due by noon on Monday, February 2nd, 2009.

After all applications are reviewed, you will be notified if you have been selected for an interview. Should you make it to this stage, you must be available the following week for a formal interview.

Revised 1/26/09