RESIDENT ASSISTANT APPLICATION
REQUIREMENTS FOR EMPLOYMENT

The following are minimum requirements of applicants:

1. Must have previous residence hall living experience. Preference will be given to students with prior VCSU residence hall experience.

2. Must have a minimum cumulative GPA of 2.25 or higher.

3. Are not allowed any other employment, which will conflict with residence hall duties and responsibilities. Off-campus employment must be approved by the Vice President for Student Affairs.

4. Must have limited extra-curricular activities to avoid a conflict of responsibilities.

5. Must be a student in good social/conduct standing with the University.

6. Must participate in staff training programs several days prior to the start of fall semester classes.

7. Continued employment as a Resident Assistant is contingent upon a review of performance.

DUTIES AND RESPONSIBILITIES OF RESIDENCE HALL STAFF

The main responsibilities of Residence Hall Staff are twofold. The staff is first responsible for the welfare of the residents and secondly, the staff is responsible for the care and maintenance of the building and its furnishings.

General duties include but are not limited to the following:

1. Responsibility for maintaining records of residents in their hall. Records must be kept of students moving in or out of the residence halls or changing rooms.

2. Students must be checked in and out of their rooms in the residence halls. Room Check In/Check Out Forms, noting all damages that have occurred while the student has been living in the room, will be forwarded to the Head Resident.

3. The Resident Assistant must become personally acquainted with all students living on his/her floor.

4. Residence Hall Staff will be responsible for handling some of the disciplinary cases and recommending to the proper administrator the action to be taken. In some cases the recommended action will be handled by the staff within the hall.
5. It is the responsibility of the Residence Hall Staff to be of as much assistance as possible to each individual student. Many student problems can be handled if the student has someone in whom he/she can confide.

6. Residence Hall Staff must be prepared to refer more difficult problems to the proper person or agency.

7. Residence Hall Staff will be required to attend workshops, in-service training sessions and meetings.

8. Residence Hall Staff must be aware of, and understand the information contained in the University Housing contract, the Student Handbook and the Residence Hall Handbook.

9. Residence Hall Staff will attend regular meetings with the Head Resident in order to discuss developing problems and other information or instructions. All items in the meetings must remain confidential.

10. The Resident Assistant will be assigned evening duty on a rotating basis with other staff members.

11. The Resident Assistant is required to spend most weekends on campus. The Resident Assistant must make arrangements with the Head Resident before being absent on a weekend.

12. The Resident Assistant will be required to initiate and conduct a series of educational and/or social programs for the residents of the floor and hall.

13. Resident Assistants are expected to provide coverage in the residence halls during breaks and holidays on an alternating basis with other members of the staff.