



## LAKE TAHOE COMMUNITY COLLEGE

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[www.ltcc.edu/housing](http://www.ltcc.edu/housing)

### RESIDENT ASSISTANT POSITION RESPONSIBILITIES

**TITLE:** Resident Assistant

**IMMEDIATE SUPERVISOR:** Housing Coordinator and Vice President of Student Services

#### General Function

The Resident Assistant (RA) facilitates the social, academic, and personal adjustment of students to the housing location and LTCC. The RA develops a sense of community among residents. The RA serves as a positive role model to residents. The RA enforces the rules and policies of the Student Housing License Agreement and LTCC Student Housing Handbook. The RA acts as a liaison between residents and the LTCC Housing Coordinator and administration.

#### Minimum Acceptable Qualifications

##### Academic

At the time of application, the candidate must have a minimum of 24 completed quarter hours at LTCC and a LTCC cumulative 2.75 GPA. Prior to participation in the Resident Assistant Program, the newly hired assistant must have a minimum of 36 completed quarter hours at LTCC and a LTCC cumulative 2.75 GPA. During participation in the Resident Assistant Program, RAs must remain in a full-time status unless prior approval to do otherwise is obtained from the Housing Coordinator and Vice President of Student Services. **RAs must also maintain a quarter and cumulative 2.75 GPA.** All hours and GPAs are calculated using coursework earned only at LTCC.

Special Note: Applicants with a LTCC cumulative GPA of at least 2.5, but less than 2.75, may request permission to apply through the Housing Coordinator and Vice President of Student Services. These applicants will not be considered during the initial hiring process but may remain in the candidate pool for future consideration, providing all requirements stated above are met.

#### Knowledge, Skills, and Abilities

Applicants must show knowledge of LTCC and the LTCC Student Housing Handbook. Applicants must also have the following abilities: to communicate well in group and individual situations; to establish rapport with a wide variety of people; to design and implement experiences to meet specific established goals; and to quickly evaluate crisis situations and respond appropriately.

#### Required Duties and Responsibilities

##### General

1. Assist in the supervision of the residence, responding to all requests and emergencies during duty hours. Remain on-call for the remainder of the weekend.
2. Attend and participate in staff training sessions held prior to the beginning of each academic year and throughout the year.

3. Contact the Housing Coordinator and Vice President of Student Services on behalf of the residents regarding issues of concern to the residents.
4. Be available to residents on a daily basis.
5. Attend all scheduled in-services offered during non-meeting times.
6. Perform other tasks as required.
7. The Resident Assistant will work up to 28 hours per week.

### **Community and Student Development**

1. Counsel residents regarding personal and academic concerns and provide resources when applicable.
2. Assist residents in their adjustment to roommate and community living.
3. In conjunction with the Housing Coordinator, coordinate at least one (1) on-site student event per quarter to build off-campus housing community connections.
4. Design and implement experiences that enhance the social, educational, community, and personal development of residents and the college community.
5. Actively encourage and promote involvement in Student Life programs and activities.
6. Conduct periodic housing meetings for the purpose of planning experiences, disseminating information, and explaining LTCC Housing policies and procedures.
7. Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
8. Respond to all witnessed violations of Housing and LTCC policies occurring within any LTCC housing location. Prepare and submit the appropriate report to the Housing Coordinator and Vice President of Student Services within 24 hours.
9. Attend and participate in LTCC hearings when necessary.
10. Demonstrate commitment to development of living-learning communities through building positive relationships with campus partners, creating and implementing experiential opportunities and inspiring residents to be active LTCC participants.

### **Administrative**

1. Actively inform residents of pertinent academic and college information.
2. Assist, as requested, in the handling of all emergency situations (e.g., fire, health, safety).
3. Receive and promptly process requests for maintenance repairs and custodial needs received from residents.
4. Assess the physical condition of rooms before and after occupancy, preparing and filing the appropriate form with the immediate supervisor in a timely fashion.
5. Interpret and disseminate to the residents information/directives from the Housing Coordinator and Vice President of Student Services.
6. Assist in special events where Student Life and Housing Services play an important role, including but not limited to:
  - Coyote Kick-Off
  - Senior's Day
  - Summer Orientation(s)

If any of the above expectations are not met, the Resident Assistant may be placed in a probationary status. During that probationary period, the RA will have to make adjustments in his/her/their performance to meet those expectations or the RA may be released from his/her/their position.

### **On-Call**

RAs respond to lockouts, emergency situations, and policy violations. They also monitor residence conditions and fill out maintenance and custodial orders as necessary. Being on-call is an ideal time to be visible throughout the residence. It provides time to visit with residents and socialize. RAs must carry the assigned cell phone with them during on-call hours.

### **Outside Involvement**

In addition to the RA position, returning Resident Assistants may be employed or hold an internship/practicum up to 15 hours per week outside of LTCC. New RAs may be employed or hold an internship/practicum up to ten hours per week in their first quarter outside LTCC. Internships/practicums or outside employment must be approved by the Housing Coordinator and Vice President of Student Services before they can begin working. The RA should discuss the possibility of an internship/practicum or outside employment before applying for the opportunity, preferably at least one quarter prior to beginning the experience. RAs who are on academic or performance probation cannot seek internships/practicums or employment in addition to the RA role. If a RA is unable to balance internships/practicums or outside employment and uphold expected performance as a RA, progressive disciplinary action may be taken.

RAs may not assume any role of leadership or service that might prevent them to be adequately available to residents and perform RA duties. All extracurricular activities are subject to the approval of the supervising Housing Coordinator and Vice President of Student Services prior to participation. If a RA would like to hold an executive position within an organization they must first consult with the Housing Coordinator and Vice President of Student Services. On campus employment is encouraged.

**Resident assistants may not participate in athletics during the period of this contract.**

### **Remuneration**

Rent-free accommodations on-site (valued at \$675/month) and monthly stipend of \$325 will be provided. Resident Assistants must sign a housing contract and are liable for damages. The value of the remuneration is equivalent to \$1,000 per month.

### **Financial Assistance Agreements May Affect Financial Aid Award**

The federal government requires the College to monitor all the resources available to a student who receives federal financial aid. If you have applied for or are receiving a student loan, grant, or work-study job, those sources of aid may be affected if you become a RA. Aid applicants should check with the Financial Aid Office before accepting Resident Assistantship or any other part-time or work-study job to determine what financial aid adjustment, if any, might be necessary.