

RESIDENT ADVISOR POSITION

SMU-IN-TAOS

DESCRIPTION

The RA is a student who is employed by SMU-in-Taos and work as part of a staff team in order to build a positive community experience for residents. The RA serves as the link between the residents and the University. The RA reports directly to the Taos Student Affairs Coordinator.

The RA is expected to know the individual students during her/his term on a personal basis. Each RA is expected to create and encourage activities and programs that enhance community and meet residents' personal and academic needs.

The RA serves as a role model for students in every aspect of University life and is expected to know the various campus services available to students. Each RA is expected to guide his or her residents in the understanding of community standards, as well as in upholding University policies and procedures.

MINIMUM QUALIFICATIONS

- Sophomore academic standing
- Have a 3.3 SMU semester and cumulative GPA
- Must be in good standing with the University (not on any academic or disciplinary probation or suspension). Please note a conduct history may impact your candidacy.
- Enrollment at SMU-in-Taos

PRIORITIES

The Resident Assistant is expected to establish the following priorities for his/her time:

- a. academic commitments
- b. residence hall staff responsibilities
- c. extracurricular activities

RAs are first and foremost students. However, an RA should be the caliber of student that can balance the position responsibilities and academic requirements. Extracurricular activities are not to conflict with the time needed to be available and accessible to the residents in the community.

RESPONSIBILITIES

To Supervisor:

- Throughout the term, notify supervisor of ongoing activities, situations occurring on campus, and resident concerns
- Attend weekly staff meetings, weekly one on one meetings, and others as directed by supervisor
- Check email on a daily basis
- Respond to communications, including but not limited to emails, texts and phone messages, as soon as possible
- Maintain professional behavior by fulfilling the expectations of supervisor and the SMU-in-Taos at large, including but not limited to: presenting yourself appropriately, keeping appointments, meeting deadlines, being on time
- Maintain confidentiality with regard to resident and community issues

To the Residents:

- Create a community that provides an environment that is conducive to academic, personal, and social growth
- Promote a safe living environment through education, enforcement of policies, and role modeling of appropriate behavior
- Be available to residents by interfacing with them on a daily basis and assisting them in becoming active members of the SMU-in-Taos community
- Be aware of resident needs and assist them in meeting those needs through peer counseling and referrals to appropriate personnel and services
- Participate in evening and weekend "on-call" schedules including rounds of the buildings, completing the on call log, and performing other related duties
- Participate in Sunday evening cookouts
- Act as the liaison between your residents and SMU-in-Taos by delivering documents, posting notices, distributing information
- Encourage an atmosphere of respect for all individuals and their differences
- Conduct casita meetings as needed, including opening orientation meeting

For Administrative Tasks:

- Be fiscally responsible with programming funds
- Participate in the formulation, implementation and evaluation of SMU-in-Taos/Students Affairs goals, objectives and initiatives
- Utilize and maintain a student staff "playbook" which includes student contact information
- Complete required reports for supervisor and SMU-in-Taos, including but not limited to, incident reports, nightly reports, and casita check in and check out.

For Student Conduct and Community Standards:

- Educate residents on their rights and responsibilities in accordance with University and SMU-in-Taos and procedures and encourage adherence to policies
- Know and abide by all SMU-in-Taos and University policies and procedures
- Address policy violations and encourage responsibility for inappropriate behavior
- Complete incident reports documenting violations of SMU-in-Taos and University policy and cooperate with other University personnel in holding students accountable for their actions.
- Advocate and encourage respect for underrepresented groups in the residential community
- Meet with residents to resolve conflicts and positively influence students' behavior

For Peer Counseling:

- Serve as a role model and guide residents in creating and maintaining an atmosphere conducive to study
- Be a good listener including being non-judgmental and sensitive to residents when approached for assistance
- Provide accurate information and referrals to students who need assistance
- Aid residents in problem solving, especially regarding conflicts with other residents in the community
- Respect the confidential nature of the peer counseling role, while recognizing it may be necessary to share information with your supervisor or other university official

For Programming:

- Programming calendar each term
- Create opportunities for resident interaction by planning and promoting community activities, which should include formal and informational programs
- Discuss and evaluate programming and activities with supervisor through program proposals and evaluations

For Maintenance and Custodial:

- Process all check-in and check-out of residents
- Accurately complete all paperwork and materials and obtain all necessary resident signatures
- Inspect each room for needed repairs, conditions, and appropriate billings
- Collect room keys at check-out and turn them into supervisor as directed
- Work with the SMU-in-Taos staff to communicate maintenance, repair, and improvement requests in both common areas and resident rooms

- Assist in emergencies such as emergency evacuation drills, power outages, or other crises; in case of crises, all RAs are immediately "on call"
- Monitor dining hall and Casita lounges for trash to help keep public areas and hallways clean
- Report damage or theft of residence hall property to supervisor
- Provide education to residents on fire safety policies and procedures

For Professionalism:

- Convey a positive attitude towards the RA position and its duties; and support University decisions and policies
- Act as a positive role model for both fellow staff members and residents by not participating in questionable or unethical behavior
- Refrain from gossiping, complaining and negative comments about residents, the RA position, and other staff members while in public venues
- Appropriately discuss issues and voice concerns or suggestions regarding SMU-in-Taos policies and procedures with supervisor
- Take pride in your work, as it not only a reflection of you, but also the University

CONDITIONS OF EMPLOYMENT

- RAs are required to arrive one day before the start of term and stay the day after term ends.
- The RA position is considered the RA's principle non-academic activity. Co-curricular activities should be limited to assure RA responsibilities are met.
- Re-hiring for subsequent academic years is contingent upon satisfactory performance and a formal re-appointment process.

COMPENSATION

- *Room and board*

Each Resident Advisor will have her/his room/board paid for by the Taos program. This translates into a significant stipend that is provided in exchange for your work as a Resident Advisor on the Taos campus. Resident Advisors must provide their own transportation to and from the Taos campus.