

# Classification Description



**Job Title: Senior Resident Advisor**

**Pay Grade: Stipend**

**Job Code: 8202A**

**Classification: OPS Temp**

## **Job Purpose**

The Senior Resident Advisor (SRA) is a student position that facilitates the social, academic and personal adjustment of students to the College's residence hall, Lighthouse Commons (LHC). This position is a leadership opportunity for those who have served in the resident advisor role to assume additional responsibilities in Residence Life. This position works directly with the Residence Hall Director to provide leadership, guidance, and support to the resident advisor team. This position serves as a paraprofessional in LightHouse Commons to assist the Residence Life professional staff in the day to day functions of the community.

## **General Responsibilities**

### **Essential Functions**

Serves as first line of communication between Resident Advisors and Residence Life staff for concerns and questions.

Provides mentorship and opportunities for development for the Resident Advisor staff through leading staff meetings, developing relationships through regular 1:1 meetings, and facilitates training opportunities throughout the academic year.

Facilitates team development through icebreakers and team builders during staff meetings, training, or other team development opportunities.

Holds peer Resident Advisors accountable when expectations are not being met and have developmental conversations with team members when appropriate.

Assists the Residence Life staff in the planning and implementation of the residential curriculum in LightHouse Commons and helps in promoting the initiatives to peer Resident Advisors and residents.

Addresses and mediates conflict amongst residents and peer Resident Advisors when necessary.

## SENIOR RESIDENT ADVISOR

Completes administrative work to help manage the Residence Life staff including, but not limited to, managing the Resident Advisor duty calendar, creating resources for the Resident Advisor staff, and preparing staff meeting agendas.

Aids in the closing of LightHouse Commons by assisting Residence Life staff with key audits, damage audits, and other closing related tasks.

Participates in the weekly professional staff on call rotation with the Residence Hall Director and the Associate Director as well as serves in the Resident Advisor duty rotation.

Encourages a strong sense of community amongst the residents of LHC through informal day-to-day contact with residents and by planning, developing and implementing formal residential programming opportunities, activities, and meetings.

Becomes personally acquainted with each of their assigned residents, building strong relationships allowing for open communication. Works cooperatively with residents to ensure an environment that values individual differences and respects the rights and opinions of all residents through open communication.

Implements multiple programming opportunities for a positive residential experience for students living on campus on a per semester basis and in conjunction with the established programming model.

Presents a positive attitude toward academic pursuits and ensures a wing/floor atmosphere conducive to academic success.

Adheres to all policies and procedures as defined in, but not limited to, the Residential Living Guide, RA Guidebook, Housing Contract, the FSW Student Code of Conduct and all College Operating Procedures.

Provides clarity and continuous communication to residents regarding policies and procedures and other important information by holding regular wing/floor meetings.

Assists residents in their adjustment to roommate and community living. Mediates roommate conflicts as necessary and directed. Recognizes the need and elevates issues to the next level supervisor, if needed.

Promotes student welfare and personal safety through familiarization with all life safety equipment, conducting scheduled monthly health and safety checks, reporting any and all safety hazards to appropriate personnel and attending health and safety procedure trainings. Assists in the handling emergency situations (i.e., fire, health, safety) if needed.

Enforces residential policies and reports violations, campus issues and/or student concerns to appropriate personnel. Gathers facts and documents all incidents impacting the smooth operation of the residence hall.

## SENIOR RESIDENT ADVISOR

Designs and updates bulletin boards for assigned wing/floor on a monthly basis. Bulletin board content should inform residents of important dates, events and encourage participation in College activities.

Completes required documentation including, but not limited to, maintenance work orders, incident reports, behavioral reports, check-in/check-out forms, overnight guest request forms, programming advertisements, attendance sheets and programming wrap-ups as required.

Follows established policies and procedures for use of master keys.

Attends and participates in weekly in-service meetings and required trainings including a two-week extensive training prior to the Fall semester opening of LHC.

Serves in an “on-call” rotation, as scheduled, to ensure 24-hour management coverage of LightHouse Commons; the “on-call” rotation schedule may include nights, weekends, holidays, and non-duty days as per the official College calendar. Provides emergency response, as necessary, through on-call assistance and consultation with FSW Campus Police staff.

This position is a “Responsible Employee” for purposes of Title IX as well as a “Campus Security Authority” under the Clery Act.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Must maintain a minimum cumulative grade point average of 2.50 and not have two consecutive semesters with GPAs below 2.50. A cumulative GPA below 2.50 may result in immediate termination. Grades will be checked each semester to ensure that the minimum GPA requirement is being maintained.

Must be enrolled in a minimum of 9 semester hours of classes for Fall and Spring semesters, but no more than 16 while in the position. Department leadership may approve additional credits on a case-by-case basis.

Must be free from any conduct violations.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

## SENIOR RESIDENT ADVISOR

Demonstrated ability to:

- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work assigned schedule, being on-time and accessible.
- Exercise discretion and good judgment at all times and in all contexts and maintain client confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.
- Recognize problems and to exercise good judgment in making decisions;
- Gather and analyze data, reason logically and draw valid conclusions, interpret and apply laws, rules, standard and procedures pertinent to the area of responsibility.
- Establish and maintain cooperative working relationships; clearly communicate ideas and recommendations; and write clear and concise reports.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: November 2, 2023.