

Resident Assistant Position Description

I. POSITION OVERVIEW

Resident Assistants (RAs) fulfill many roles while performing their duties. They are peer advisors for residents helping to meet their educational, interpersonal, and social needs, in addition to being instrumental in creating our residential community. They plan community development and educational programs and are expected to confront inappropriate behavior and assist in enforcing Residence Life and New England Conservatory policies. They perform a number of administrative duties, as well. Most importantly, RAs are role models who build community among a diverse group of students who live within the Residence Hall.

It is important to note that students in the Resident Assistant position are expected to report any information pertaining to sexual misconduct on the NEC campus. This means that RAs should immediately report any knowledge of sexual misconduct to their direct supervisor or NEC's Title IX Coordinator.

II. MINIMUM QUALIFICATIONS

RAs must:

1. Be enrolled as a full-time student (at least 12.0 credits for undergraduate Bachelor's students, 10.0 credits for undergraduate diploma students, 9.0 credits for graduate Master's students, 6.0 credits for graduate diploma, and 8.0 credits for DMA students*) throughout the course of the appointment
2. Be in good academic standing and maintain a minimum cumulative GPA of 3.00
3. Not be documented for any Residence Life and/or NEC policy violations throughout the course of the appointment
4. Be in good financial and disciplinary standing with NEC
5. Not accept more than one (1) additional compensated position with NEC during the course of the appointment, as the RA position is a significant responsibility

**Please note: Only DMA students enrolled in classes for the 2022-2023 academic year are eligible to apply. DMA students who are in continuance for the upcoming academic year are not eligible to apply.*

III. COMPENSATION*

During the course of the appointment, RAs will receive:

1. A single room on their assigned floor in the Residence Hall
2. A Green Room Café meal plan
3. Health Center Fee reimbursement

**Please note: Compensation for the RA position may be considered a financial resource and could impact your financial aid package. If you have questions about how your financial aid package may be impacted, please contact Financial Aid at FinAid@necmusic.edu. Additionally, please note that the compensation outlined above is subject to change if the Conservatory's Residence Hall is unable to open or remain open due to unforeseen circumstances.*

IV. APPOINTMENT DATES

RA assignments are made for the entire academic year. Some minor responsibilities will start during the Spring semester prior.

RAs are expected to be present at the start of Fall training (**August 21, 2022 - August 28, 2022**). Unless otherwise indicated at a later date, RAs will be required to assist with Winter Break closing. RAs must be present at Spring training which starts **Thursday, January 12, 2023**. RAs

are expected to stay on campus and assist with closing the Residence Hall at the end of the Spring semester until **May 22, 2023**.

V. CORE RESPONSIBILITY, REQUIREMENTS, & EXPECTATIONS The following represent the responsibilities and requirements of the Resident Assistant position. It is expected that RAs fulfill these responsibilities, requirements, and expectations. Please note that this list is not exhaustive and may be updated or changed as needed.

1. Community Development

RAs are expected to:

- i. Set a positive example for residents and other RAs by following all Residence Life and Conservatory policies and model the responsible behavior expected of all residents and RAs
- ii. Develop a community on their floor and in the building in which residents are able to socialize, study, practice, and sleep in an environment that is respectful of individual differences and conducive to the educational process
- iii. Be known by residents as an approachable, visible, and resourceful staff member
- iv. Maintain a professional attitude toward others and accept others whose lifestyles and attitudes are different than their own
- v. Maintain a positive attitude toward their RA position, Residence Life, The Office of Student Services, and NEC
- vi. Act as a positive team member who fosters an environment of collaboration, cooperation, and professionalism; participate in staff bonding activities
- vii. Be aware of and respond to the academic and personal problems of their residents, which may include making referrals to the appropriate on-campus resources (including but not limited to, Residence Life professional staff, Office of Student Services professional staff, the Health and Counseling Center, etc.)
- viii. Work to identify and resolve situations on their floor; including but not limited to, roommate conflicts, personal problems, and emergencies
- ix. Respect and maintain confidentiality regarding resident issues by not discussing issues with other RAs, residents, students, or other inappropriate persons. RAs are expected to keep the Resident Director informed about serious or potentially serious/dangerous resident issues

2. Policy Enforcement

RAs are expected to:

- i. Know and educate residents on Residence Life and Conservatory policies, student rights, and the conduct process
- ii. Enforce Residence Life and Conservatory policies by responding to and confronting inappropriate behavior and policy violations
- iii. Encourage residents to hold each other accountable for their behavior
- iv. Confront individuals with respect, consistency, and fairness at all times
- v. Document any inappropriate resident behavior promptly and accurately via incident reports (IRs) and forward such incidents to your supervisor or other appropriate personnel in accordance with protocol

3. Programming & Residential Engagement

RAs are expected to:

- i. Regularly assess the needs of residents by being in touch with them on a biweekly basis.
- ii. Coordinate and implement programs and activities
- iii. Carry out the programming expectations as set by the programming model (subject to change), including but not limited to:
 - a. Community development programming
 - b. Educational programming, including but not limited to: academic/professional development (life-long learning), diversity/social justice, health/wellness, and civic engagement
 - c. Bulletin boards
 - d. Floor meetings as determined by Residence Life
- iv. Accurately propose and evaluate programming activities in a timely manner
- v. Encourage residents to participate in Residence Life and Conservatory community

events by notifying residents about upcoming programs/events

4. Duty

RAs are expected to:

- i. Be available for duty approximately 20 to 25 nights per semester. Duty includes being available and accessible to all residents, conducting rounds, speaking with residents, responding to problems, and maintaining open communication with on-call personnel.
- ii. RAs who are on duty must:
 - a. Be on campus (Any NEC building) from 8:00pm to 8:00am on the date they are scheduled to be on duty
 - b. Check in with the Resident Director at 8:00pm via text message from the RA On Duty cell phone to the Residence Director's cell phone.
 - c. May be required to participate in mandatory duty nights at the discretion of the Resident Director and/or Dean of Students and Campus Life, including but not limited to: World Series, Super Bowl, local/national/international events, closure due to inclement weather, etc.
 - d. Carry the duty phone at all times (unless they are the secondary RA On duty) and respond to incidents in person

5. General Administration

RAs are expected to:

- i. Complete all paperwork accurately and within established timelines
- ii. Distribute and collect all Residence Life information to students within established timelines including but not limited to Room Condition Forms, Roommate Agreements, and campus break information
- iii. Assist with the check-in and check-out procedures at scheduled move-in and move out times, including campus break periods and check-in/-outs for room changes as necessary throughout the semester
- iv. Perform Health & Safety Inspections approximately twice per semester and at Residence Hall closings

6. Maintenance & Facility Operations

RAs are expected to:

- i. Respond promptly and appropriately to all safety and health hazards
- ii. Be aware of and follow procedures for reporting housekeeping and facilities problems and follow up with students to see that requests have been completed
- iii. Help to maintain a safe and secure environment that is conducive to the educational process and student development
- iv. Report any malicious damage and/or vandalism to the building immediately to the Resident Director
- v. Be familiar with all fire alarms, Shelter-in-Place (SIP), and other emergency procedures, as well as respond to fire alarms, SIP drills, and other emergencies within the Residence Hall

7. Other Duties as Assigned

Due to the unprecedented times set by the global pandemic, there may be situations where Residence Life and/or the Office of Student Services may ask RAs to offer additional assistance with community development opportunities via virtual/online means. RAs should be prepared for such opportunities.

VI. TIME COMMITMENT

RAs are expected to:

- i. Attend all staff meetings, trainings, in-services, and other commitments as assigned
- ii. Participate in community-wide programs, such as Admissions Audition Days, Residential Life Staff Recruitment and Selection, Housing Selection and Lottery, and other departmental processes and events as necessary
- iii. Due to the increased expectations placed on the students who hold this position, RAs must discuss all outside commitments with the Resident Director
- iv. Must request time off/away that is greater than two consecutive nights in advance with their supervisor, which is approved on a first-come, first-served basis to ensure that there are an adequate number of RAs in building at all times

- v. Remain on campus beyond official closing times to complete Health & Safety Inspections, Room Condition Forms, collect keys and secure the Residence Hall
- vi. Staff should expect to remain beyond the official closing date at the end of the Fall and Spring semesters
- vii. Departure dates will be determined by the Resident Director
- viii. Work one out of three campus break periods (Thanksgiving, first half of Spring Break, or second half of Spring Break)
- ix. Not work more than 10 hours/week outside of the RA position, on or off campus, including performance gigs without approval from the Resident Director

Important dates include:

- x. Arrive on campus prior to the start of the Fall and Spring semester
- xi. Remain on-campus after Residence Hall closing times during Winter Break and the end of classes during the Spring semester. RAs may leave at the following times for the designated campus break, if all closing procedures are completed and their supervisor approves their departure:
 - a. Winter: **at 5pm when the Residence Hall closes*** (tentative December 20, 2023)
 - b. End of Year: No later than ***late May** (Tentative May 20, 2024)

**Please note: It is not always possible to predict how long closing the Residence Hall may take. Should closing take longer than expected, RAs are required to stay until all closing procedures are complete.*
- xii. Attend staff meetings on the days and the times designated by the Resident Director

VIII. ADDITIONAL REQUIREMENTS

RAs are expected to:

- i. Work cooperatively as a team member with other Residence Life and Office Student Services paraprofessional and professional staff members
- ii. Respect fellow peer RAs and strive for fairness and flexibility in sharing responsibility for duty switches, time off requests, special duty coverage needs etc.
- iii. Use all keys and access into residents' rooms, offices, computers, etc. ethically and as directed by the Resident Director
- iv. Respectfully confront individuals with whom they have a disagreement, this includes confronting fellow RAs and Residence Life and Student Services paraprofessional and professional staff
- v. Prioritize Residence Life responsibilities over other extracurricular activities and jobs whenever possible
- vi. Abide by all Residence Life and Conservatory policies and may not violate local, state and/or federal laws. Violating Residence Life policy, Conservatory policy, or the law is grounds for probation or termination depending on the circumstances
- vii. Demonstrate and role model appropriate behavior on and off campus, as well as ensure that electronic and social networking practices (i.e. Facebook, Twitter, Instagram, Snapchat, YouTube, Tik Tok, WhatsApp, etc.) are also role modeling appropriate behavior (i.e. appropriate posts, pictures, comments, etc.)
- viii. Abide by the following Residence Life requirements, including but not limited to, RA position description, Residence Life staff manual, outside involvement, alcohol and drug policies, electronic representation of our department and institution, and FERPA/confidentiality expectations

XI. REAPPOINTMENT

This RA position is for only the 2022-2023 academic year only. RAs must reapply for the RA position each academic year. Reappointment is not guaranteed.

XII. RESIDENCE HALL/ROOM ASSIGNMENT

RAs are expected to:

- i. Understand that Residence Life assigns each RA to a Residence Hall space based on needs and that, in rare cases, reassignment may be necessary

- ii. Understand that RAs will be assigned a room which each RA agrees to live in as a condition of accepting the position
- iii. Move out of their assigned space within 48 hours in the event they resign or their position is terminated

XIII. TERMINATION

- i. If an RA fails to abide by Residence Life and/or Conservatory policies and/or meet the obligations of the Resident Assistant position description, RA Agreement, Residence Life staff manual and/or other policies and procedures, RAs must understand this shall be grounds for immediate disciplinary action which could include verbal warning, written warning, probation, and/or termination
- ii. Upon termination, all RA responsibilities will be relinquished immediately and the former RA will be relocated to another Residence Hall room assignment, if available
- iii. RAs will be subject to the Conservatory conduct process for any activities for which they may have violated Residence Life and/or Conservatory policy, including behaviors that contributed to the termination of the RA position