Resident Assistant Position Description 2020-2021

I. POSITION OVERVIEW
Resident Assistants (RAs) fulfill many roles while performing their duties. They are peer advisors for residents helping to meet residents’ 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 Hall 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 considered mandated reporters. A mandated reporter is an NEC employee who is required to report any knowledge of sexual misconduct to their direct supervisor immediately. Additionally, RAs are always mandated reporters, even in cases when friends who are NEC students but may not live in the Residence Hall disclose sexual misconduct. Failure to report any disclosure of sexual misconduct in a timely manner is considered grounds for termination.

Students who accept a position as a Resident Assistant (RA) for the academic year 2020-2021, are not eligible to be a Peer Advisor Leader (PAL) during the academic year.

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 employment
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 employment
4. Be in good financial and disciplinary standing with NEC
*Please note: Only DMA students enrolled in classes for the 2019-2020 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 employment 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 is reimbursed
*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 (617) 585-1110.

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 on Monday, August 24, 2020 at 9:00am. 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 on Thursday, January 14, 2021 at 9:00am. RAs are expected to stay on campus and assist with closing the Residence Hall at the end of the Spring semester until Wednesday, May 26, 2021.

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 Hall and Conservatory policies and model the responsible behavior expected of all residents and/or 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 positive 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, Student Services and NEC

vi. Act as a positive team member who fosters an environment of collaboration, cooperation and professionalism; participate in staff bonding

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 by not limited to the Residence Life/Student Services professional staff, the Health and Counseling Center, etc.)

viii. Work to identify and solve problem 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 Director of Residence Life and Housing and/or the Assistant Dean of Campus Life 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 talking with them, responding to current issues in their lives, etc.

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 within 5 minutes (walking distance) of the Residence Hall from 8:00pm to
         8:00am on the date they are scheduled to be on duty
      b. Check in with the Director of Residence Life and Housing at 8:00pm via text
         message from the RA On Duty cell phone to the Director’s cell phone.
      c. May be required to participate in mandatory duty nights at the discretion
         of the Director of Residence Life and Housing and/or Dean of Students,
         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 break information
  iii. Assist with the check-in and check-out procedures at scheduled move-in and move-
       out times, including break periods as well as check-in/-outs for room changes as
       necessary during 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 growth and development
  iv. Report any malicious damage and/or vandalism to the building immediately to the
      Director of Residence Life and Housing
  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 in
      the Residence Hall

VI. TIME COMMITMENT
RAs are expected to:
i. Attend all staff meetings, trainings, in-services, and other commitments as assigned
ii. Participate in building-wide programs, Audition Days, the selection of Residential Life staff, Housing Selection, 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 Director of Residence Life and Housing

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 Director of Residence Life and Housing

viii. Work 1 out of 3 break periods (Thanksgiving, Spring Break 1 or Spring Break 2)

ix. Not work more than 10 hours/week outside of the RA position, on or off campus, including performance gigs

Important dates include:

x. Arrive on campus prior to the start of the Fall and Spring semester; Fall 2020 RA Training will begin on Monday, August 24, 2020 at 9:00am and Spring 2021 RA Training will begin on Thursday, January 14, 2021 at 9:00am.

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 break, if all closing procedures are completed and their supervisor approves their departure:
   a. Winter: Thursday, December 24, 2020 by 9:00am*
   b. End of Year: No later than Wednesday, May 26, 2021 at 12:00pm*

   *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 Director of Residence Life and Housing

VIII. ADDITIONAL REQUIREMENTS

RAs are expected to:

i. Work cooperatively as a team member with other Residence Life and 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, special coverage needs, etc.

iii. Use all keys and access to the residents’ rooms, offices, computers, etc., ethically and as directed by the Director of Residence Life and Housing

iv. Respectfully confront individuals with whom they have a disagreement, this includes confronting fellow RAs/GAs and Residence Life/Student Services 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 and/or Conservatory policy or the law is grounds for probation or termination depending on the details of 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, 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 office and institution, and FERPA/confidentiality

XI. REAPPOINTMENT
This RA position is for only the 2020-2021 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 my employment
   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, job 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, the RA responsibilities will be relinquished immediately and the former RA will be relocated to another Residence Hall 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