



## Resident Assistant (RA)

### Division of Housing & Food Service (DHFS)

#### Resident Assistant Roles & Responsibilities:

RAs will regularly work approximately 20 hours per week. However, RAs will work extra hours while getting the halls ready to open and close. Additionally, RAs will be scheduled to work a required shift through Thanksgiving or Spring Break.

1. Administrator
  - a. Perform desk duty (or its equivalent) approximately five hours per week and provide excellent customer service.
  - b. Attend all meetings scheduled by supervisor and facilitate various floor meetings.
  - c. Effectively and promptly perform all administrative duties as designated.
  - d. Participate in periodic evaluations of your performance.
2. Resident Resource
  - a. Make regular efforts to establish meaningful relationships with each person on assigned floor through having a daily presence in the community.
  - b. Act as resource contact for both the University and residence halls.
  - c. Help solve issues and provide needed follow-up with individuals and groups of residents.
3. Community Builder, Programmer, & Educator
  - a. Evaluate the needs of assigned living area and assist in the planning and implementation of social and educational programs that build a safe and thriving residential community.
  - b. Actively educate self in the areas of diversity and social justice for the purpose of building inclusive communities.
4. Crisis Manager & Policy Enforcer
  - a. Fulfill all required "on-call" responsibilities as designated should emergencies arise.
  - b. Understand, support, and enforce University and residence hall policies.
  - c. Report and document incidents within residential community.
5. Team Member & University Representative
  - a. Participate in all required trainings and in-services.
  - b. Support special departmental and university initiatives and programs including Explore UT, Family Weekend, and the RA Selection Process.
  - c. Serve as a role model by setting an example for peers including abiding by all university and DHFS policies and applicable laws and remaining in good standing in academics.
  - d. Complete all other duties and tasks as assigned.

#### Requirements:

- Complete 24 semester hours prior to employment.
- Maintain a cumulative and semester grade point average of 2.5 or above and good disciplinary standing.
- Must be a regularly enrolled student as defined by the Quantity of Work Rule in the General Information Catalogue at the University of Texas at Austin.
- Hold no other assistantship or employment during the appointment, unless approved. On-campus employment may not be more than 5 hours per week.
- Comply with limit on outside activities and offices and limit course load to not more than 16 credit hours during the long session and 12 hours during the summer.
- Demonstrate ability to work and communicate well with both individuals and groups.

#### Remuneration:

Resident Assistants will receive a monthly stipend of approximately \$134.00, one bed space in a designated residence hall, and a declining balance meal plan (for use while DHFS food venues are operating). RAs may request up to 72 hours off each month which may be approved by their immediate supervisor based on overall staff needs. Each year there will be certain times in which RAs may not receive approved time off. These dates will be communicated at the beginning of each academic year.