

# Housing & Residence Life

TULANE UNIVERSITY

Welcome to Housing & Residence Life Student Staff Selection Process!

Dear Applicant,

Thank you for expressing interest in the Resident Advisor position here at Tulane for 2018-2019! We are excited that you are considering applying for this important leadership position within the Department of Housing and Residence Life. Being a Resident Advisor is not only a great responsibility, but also offers tremendous opportunities to grow and develop in many ways. RAs receive training and development in communication skills, diversity and inclusion, campus resources, community building and much more!

We have a very comprehensive selection process so that we can identify the best individuals for this role. Please take time to review the process, timeline and the job description for the position. Applications to be a Resident Advisor will be available on **Tulane.erezlife.com** and active beginning November 1, 2017 and they will close on Friday, December 15, 2017 at 11:59pm CST.

Questions regarding the timeline, process or the position can be directed to the Housing and Residence Life office at [workforhousing@tulane.edu](mailto:workforhousing@tulane.edu) or by calling our office at 504-865-5724.

Again, thank you for your interest in the position!

Sincerely,



Tim Lempfert  
Director of Housing and Residence Life

## **Resident Advisor Job Description 2018 - 2019**

---

Resident Advisors (RA) are students who serve as role models and facilitate activities and programs. RAs report to and are directly supervised by Resident Directors (RD). RAs are expected to interact with their residents weekly; therefore, they must have strong interpersonal skills and an ability to connect students to resources. RAs are vital to building a strong residence hall community, upholding Community Living Standards, holding residents accountable, and managing student concerns and crises. RAs live in community with students and must be extremely mature and able to discern the needs of their residents. Crises often happen suddenly and unexpectedly and RAs must be flexible and adaptable as they work with emergency response teams and RDs. RAs must be excellent academic and social role models for the residents on their floor and in their community. The RA position is dynamic, multifaceted and there is a large emphasis on campus partnerships. RAs with the support of their RDs implement the residential curriculum, which may include programs and events with Residential Faculty Mentors and Living Learning Communities. A successful applicant will display a high level of maturity exhibited in sound judgment, flexibility, and willingness to accept responsibility.

### **MINIMUM QUALIFICATIONS FOR SELECTION:**

1. Current, full-time undergraduate student with cumulative and semester minimum 2.50 GPA or current, full-time graduate student with overall minimum 3.00 GPA at the time of employment and throughout the period of employment.
2. Good conduct standing with the University.
3. Leadership as evident by previous leadership experiences, references, and skills and leadership potential as perceived by the evaluators in the selection process
4. Strong interpersonal skills through proven ability to interact effectively with others and as perceived throughout the interview process.

### **PREFERRED CHARACTERISTICS AND SKILLS:**

1. Preference will be given to **undergraduate** students who will be in at least their **third year of school** when beginning the position. Though, undergraduate students who will be in their second year and graduate students are also eligible.
2. Strong organizational and administrative skills.
3. Ability to prioritize tasks and exercise sound time management.

### **RESPONSIBILITIES:**

**RESIDENT RELATIONSHIPS:** Resident Advisors strive to help each resident develop fully as a person, a student, and an active member of the Tulane University community through their multiple roles as advisor, peer, and administrator. Resident Advisors demonstrate respect for the health, safety, welfare, and rights of everyone living in the residence halls.

- A. Help students with personal, vocational, social, academic, and general concerns.
- B. Interact with all residents of the floor/community and assess the needs of students who might otherwise be underrepresented.
- C. Maintain the confidentiality of information when ethical and appropriate to do so.

**TIME COMMITMENT:** The Resident Advisor position is considered the RA's principal non-academic activity. Co-curricular activities or additional employment should not conflict with time needed to perform effectively as an RA through the entire year and must be approved by your supervisor. The RA is expected to:

- A. Be available and visible to students on the floor.
- B. Be on duty on a rotational basis (approximately once a week).

- C. Attend and be an active participant in all required meetings including one on ones and community staff meetings, as well as inservices and training sessions presented by the department.
- D. RAs will be required to work during 2-3 university break periods each year (Fall Break, Thanksgiving, Winter, Spring and Easter, Graduation). Resident Directors will discuss these expectations with RAs at the beginning of the fall semester.
- E. RAs are required to support HRL initiatives during the Mardi Gras break.

**ADVISING AND COUNSELING:** The Resident Advisor should be aware of students in need of personal help and provide appropriate consultation and referral. While the RA is expected to maintain the confidentiality of information from other residents and uninvolved parties, the RA should recognize that important information will sometimes need to be shared with the appropriate professionals in order to assist the resident. When faced with such concerns, the RA is expected to:

- A. Demonstrate an ability to listen to others and to reflect attitudes of caring and support.
- B. Refer student issues to relevant campus offices and maintain high levels of communication with appropriate HRL staff.
- C. Be prepared to advise residents and to refer them to the appropriate office when necessary.

**COMMUNITY BUILDING:** The Resident Advisor is expected to promote an atmosphere for individual and group development by initiating, advising, and implementing community building opportunities in the residence hall.

- A. Build relationships with residents through individual and group interactions, shared meals and one on one time to build rapport.
- B. Assess interests of residents through informal and formal means in order to provide resources and create opportunities for residents to get to know one another, get involved on campus, and design social events both in the halls, in conjunction with other campus events, and in the New Orleans community.
- C. The Resident Advisor engages with a diverse student population and participates in opportunities for the continued education around self and others' identities. They also positively role model integrity and appropriate behaviors within the community. Encourage by example the principles of individual responsibility and respect for others.
- D. Be a presence on the floor and in the building through spending time in lounges, common spaces, and through open door availability hours.
- E. Utilize building rounds as an opportunity to speak with and build relationships with residents on and in the building.
- F. Support and collaborate with Community Government through community enhancements and programs.

**UNIVERSITY POLICIES:** The Resident Advisor is expected to support and enforce University policies and regulations. The RA serves as a role model for others. The RA is expected to:

- A. Encourage by example the principles of individual responsibility and respect for others.
- B. Explain, support, and follow the regulations and policies outlined in the Code of Student Conduct and Community Living Standards.
- C. Respond in a positive and helpful manner when confronted with behavior or infractions and report any potential violations of University policy.

**EMERGENCY SITUATIONS:** Fire, power outages, hurricanes, student disturbances, and individual crises demanding medical attention, hospitalizations or the need for public safety are examples of emergencies that confront the Resident Advisor. In order to respond rationally and appropriately in an emergency, the RA is expected to:

- A. Be knowledgeable of evacuation instructions provided during RA Training.
- B. Assist in conducting scheduled fire drills and other emergency preparation.
- C. Report all individual and/or hall emergencies to the Student Affairs Professional on Call and to the RD.
- D. Assist Housing and Residence Life staff, as directed, in implementing emergency procedures.

**FACILITIES:** The Resident Advisor assists in the management functions of the hall, and is expected to report damages or repair needs.

- A. Address all facility concerns seen while on duty and while walking throughout the residential area.
- B. Educate residents on proper use of service wave for reporting facility concerns.
- C. Follow up with facility issues by alerting the RD of all unresolved issues.

ADMINISTRATIVE: The Resident Advisor is expected to complete the following duties for greater efficiency and communication:

- A. Assist with the staff recruitment processes.
- B. Assist with check-in and check-out procedures for residents.
- C. Manage all software to fulfill requirements of the role, included but not limited to complete bulletin boards, conduct health and safety inspections, roommate agreements and complete student engagement reports.
- D. Opportunity to serve on a student HRL Committee focusing on the areas of recruitment, training, and other administrative efforts.
- E. Perform other duties as assigned.

**TERMS OF EMPLOYMENT:**

The RA position must be the primary non-academic commitment. If a co-curricular activity or other job is interfering with the RA's ability to perform his or her duties to the standards set by the RD, the RA will be asked to make immediate necessary changes to come back into acceptable standards or to end his or her outside position.

RAs are given a building / room assignment when the position is offered. It is expected that the RA will reside in that building/room for the academic year. Once an offer is extended, the placement is final and is only subject to change depending on the needs of the department of Housing and Residence Life. Building preferences will not be accepted.

Remuneration: Remuneration is in the form of a furnished private room and an RA meal plan.

Continuation of Employment: Employment is for one academic year (or part thereof) only. RAs in their first year are required to commit to an entire academic year. Returning RAs may (with prior approval) apply to serve as an RA for a single semester pending internships or university approved study abroad programs. Continuation of employment depends upon successful completion of tasks, positive evaluation by the RD and exhibition of growth and continued enthusiasm for the position. Resident Advisors must complete appropriate application if they would like to be considered for re-employment.

Financial Aid: The terms and conditions in this job description are subject to review by the Office of Financial Aid if the Resident Advisor receives additional financial aid. Resident Advisors are required to report all forms of financial aid to ensure that they do not exceed their need factor. RAs should talk with the Office of Financial Aid to ensure awareness of how the position may impact an aid package.

Tulane University is committed to the principles of diversity and recruits Resident Advisors through equal opportunity policies and practices. The department is strongly committed to achieving excellence through inclusion; therefore, it strongly encourages applications from women, persons of color, applicants with disabilities, Veterans and members of other under-represented groups.

Tulane University is an EEO/AA/ADA employer.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

## **Selection Process**

---

### **How to apply:**

Applications are available at [Tulane.erezlife.com](http://Tulane.erezlife.com). As a new applicant you must create an account to view the job posting.

### **Information Sessions:**

Applicants may consider attending an information session as part of the application process.

October 17, 2017 in Greenbaum Lounge at 7pm

October 24, 2017 in Weatherhead Lounge at 7pm

November 8, 2017 in Paterson House at 7pm

December 6, 2017 in Mayer Classroom at 7pm

### **Application Opens:**

The application will open on November 1, 2017 for both new and returning applicants.

### **Application Deadline:**

The application deadline is Friday, December 15, 2017. All applications must be complete and submitted through eRezLife.

### **Interview Dates:**

Interviews will be offered the week of January 8<sup>th</sup> and will take place on Saturday, January 20, 2018 and Sunday, January 21, 2018.

### **Job Offers:**

Position offers will be sent out the week of February 5<sup>th</sup>.

### **Acceptance Notifications:**

Offers must be accepted within 5 business days (72 hours) after the offer as been sent to the applicant, otherwise HRL will move forward with other candidates.

## Frequently Asked Questions (FAQs)

---

Q: Is there any training for the position?

A: Yes. Training for the position is held in August for the Fall semester and in January for the Spring semester. Training is mandatory for the position.

Q: What if we aren't able to attend part of training?

A: Missing any part of training is not allowed and will result in forfeiting the RA position. This is for both new and returning resident advisors.

Q: What's the compensation package?

A: RAs are compensated with a meal plan and a single room.

Q: Where/how do I apply for the position?

A: Applications are available at **Tulane.erezlife.com**. As a new applicant you must create an account to view the job postings.

Q: What is required in the application process?

A: When applying on eRezLife.com you will need to fully complete and submit your application including your Resume and two professional references.

Q: What if I cannot make it to an information session?

A: Information Sessions are not mandatory events and attendance will not benefit your chances of receiving an offer. It is suggested to new applicants so you may learn more about Housing and Residence Life and the RA Position.

Q: Can I preference which building in my application?

A: No. If offered a position, the offer is your placement and the placement is the offer.

Q: What if I forget to fill out the application before the deadline?

A: Failure to complete and submit the application will not make you an eligible candidate for the RA Selection Process. No extensions will be given to an applicant.

Q: What if I have more questions or concerns?

A: Email [WorkForHRL@Tulane.edu](mailto:WorkForHRL@Tulane.edu) for any specific questions or concerns you may have during the application process.