Columbia COLLEGE CHICAGO | Housing and Residential Experience

2027-28

RESIDENT ASSISTANT (RA) JOB DESCRIPTION

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1. ROLE OVERVIEW

The Resident Assistant (RA) is a paraprofessional staff who lives in an undergraduate residence hall. Under the direction of Housing & Residential Experience (HRE), RAs (Resident Assistants) help foster a vibrant student community through leadership, programming, policy enforcement, resourcefulness, and support. As an RA, you will have the opportunity to develop student leadership, create community, and serve as a role model. RA staff are directly supervised by HRE Graduate Assistants (GA).

2. QUALIFICATIONS

The following qualifications must be met in order to serve in this role:

- **Academic and Disciplinary Records:** RA applicants' academic and disciplinary records, including cumulative GPA and conduct records, will be reviewed during the selection process. Applicants must be in good academic and disciplinary standing with Columbia College Chicago to remain eligible for consideration. Applicants who fail to meet these requirements will be removed from the RA application and selection process.
- **Commitment to community**: RAs must demonstrate strength of character, good judgment, flexibility, responsibility, eagerness to help others, and pride in Columbia College Chicago.
- **Class standing**: RAs are limited to full-time (12-18 credit hours per semester), registered Columbia College undergraduate students in good standing with a minimum cumulative GPA of 2.7 during the selection process and a minimum 2.5 cumulative GPA throughout their time contracted as an RA. If RAs fail to meet the GPA requirement at any they are serving as an RA, they will be placed on academic probation with HRE. Should RAs fail to meet the GPA requirement after one semester of academic probation, they may be released from their position as an RA.
- **Financial and University Standing:** RAs must maintain good financial standing with the College and remain in good disciplinary standing with the College for the duration of their appointment.

RAs that fail to maintain positive financial and/or disciplinary standing may result in being placed on probation or terminated from the RA position.

- **Background Check**: The College is required by federal law to verify the identity and employment authorization of all new appointees; RA appointments are contingent on such verification. RAs must provide picture identification and either a social security card, birth certificate, Native American documents, U.S. citizen ID card, or other documents that establish work authorization. This RA appointment may also be contingent upon the completion of a criminal background check, at the discretion of the College.
- **Selection Process**: RAs must fully complete the application and successfully complete the entire interview process to be selected for the role.

3. ROLE PERIOD

The RA position is for a **full academic year**. The appointment is effective August through May, including break periods. RAs must report for training sessions prior to residence hall move-in for the Fall and Spring semesters and to stay past move-out to complete hall closures. The role period is contingent upon the successful completion of tasks, assignments, responsibilities, and positive performance appraisals by Graduate Assistant supervisors. Upon successful completion of the standard role period, the RA may be considered to serve for an additional period if eligible. There is no expectation to serve for an additional period, but returning depends on successfully completing the rehire process.

4. TIME COMMITMENT

RAs should expect about 20 hours per week for role responsibilities. These hours will be used to interact with residents, serve as the RA on Duty, conduct walks that document potential policy violations, host one-on-one meetings and floor meetings, attend staff meetings and RA trainings, lead programming, and other duties as assigned. These hours are based on the needs of the hall and will include both weekday, weekend, and break periods. Please note that the residence hall environment does encounter peak times including opening, closing, and transition periods. Therefore, during some weeks more than 20 hours may be needed, whereas others may be fewer than 20 hours, so flexibility with time is important. External time commitments beyond 15 hours per week should be approved by your immediate supervisor.

- **Availability**: All RAs are expected to be sufficiently available in the hall to create and maintain a sense of belonging in the community, complete role tasks, and maintain regular contact with residents. RAs are required to live in their assigned residence hall throughout their time contracted as an RA.
- **Break Periods**: To support residents remaining in the halls during break periods, RAs will be scheduled to serve on duty during these periods. These include but are not limited to Thanksgiving Break, Winter Break, Spring Break, and Easter Break.
- **Meetings**: RAs must attend weekly team meetings and trainings on predetermined weeks and times, as scheduled by their supervisor and HRE staff.

Below are ***tentative*** dates that require RA attendance & participation for the 2027-28 academic year. *All dates are subject to change based on applicable changes to the CCC Academic Calendar*:

Trainings:

a. **Fall training:** Monday, August 9, 2027, through Friday, August 20, 2027
b. **Spring training:** Tuesday, January 18, 2028, through Friday, January 21, 2028
c. **All-Staff training:** Fridays, 10am-12pm, monthly.

Move In & Move Out

d. **Move-in Prep:** Saturday, August 21, 2027, through Sunday, August 22, 2027
e. **Fall Move-In:** Monday, August 23, 2027, through Sunday, August 29, 2027
f. **Fall Move-Out:** Monday, December 6, 2027, through Sunday, December 12, 2027
g. **Spring Move-In:** Friday, January 21, 2028, through Sunday, January 23, 2028
h. **Spring Move-Out:** Monday, May 8, 2028, through Monday, May 15, 2028

5. OUTSIDE/ADDITIONAL WORK

Participation in leadership roles and work experiences are important to one's educational experience. Academic classes should be prioritized first, and RA responsibilities are second. All other responsibilities must not interfere with RA role expectations and performance, including but not limited to additional jobs, student organizations, travel, and recreational hobbies. RAs may be asked to provide documentation of required class commitments that may interfere with the RA role.

6. CORE RESPONSIBILITIES

In addition to the list below, other tasks will be assigned as needed by the supervising Graduate Assistant. RAs must be adaptable and comfortable with ambiguity, as role needs may evolve. These responsibilities may be adjusted at the discretion of GAs and/or HRE leadership.

Community Development and Residential Experience:

- Create an environment that promotes academic growth, personal responsibility, and community accountability through one-on-one meetings, floor meetings, programs, and educational themes.
- Implement social, educational, and academic programs as directed by supervisor.
- Assist residential students in academic, social, and personal matters through various support methods and resources referrals.
- Engage HRE senior and professional staff for guidance and support as needed.
- Know, communicate, enforce, and abide by existing Student Code of Conduct and Housing and Residential Experience policies and procedures.
- Know protocols regarding student and community health and safety.
- Know College and community resources and make appropriate referrals.
- Create and submit program proposals and evaluations by deadlines.
- Participate and assist with training before the start of the Fall and Spring semesters.

Professionalism and Role Modeling:

- Provide guidance, support, and role-modeling behaviors of a responsible community member.
- Keep residents updated on College happenings through individual contact and group information sharing.
- Serve as a liaison between floor residents, supervisors, and other building team members and keep supervisors informed about happenings in the community.
- Maintain appropriate confidentiality regarding student concerns and situations.

Administration:

- Participate in supervisor-led team meetings every week of the academic year.
- Participate in All-Staff RA Trainings once a month on a Friday from 10:00 am to 12:00 pm.
- Complete all forms required under the Residential Experience Model.
- Assist with the facilitation of building safety management, such as fire drills and security procedures.
- Assist in the preparation of the hall for opening, closing, and transition seasons.

Duty and Crisis Response:

- Serve on duty on scheduled weekdays, weekends, and break periods. Please be advised that weekday duty is Monday- Thursday from 7pm-7am. Weekend duty includes daytime hours and is Friday- Sunday from 7pm-7pm.
- Provide support for mediation procedures in roommate and community conflicts through facilitation of roommate agreements, submitting incident reports, and referring students to other support services.
- Assist with the student conduct process by confronting policy violations and submitting timely online incident reports.
- Intervening in medical emergencies to safeguard the health & safety of residents (i.e. administering Narcan & placing a resident in a recovery position if they are unconscious).

7. COMPENSATION & HOUSING

In addition to invaluable experience in peer leadership and teamwork, RAs receive on-campus housing, at no cost, and a monthly stipend for their service.

HOUSING

RAs are assigned to a residence hall by the professional and graduate HRE staff. RAs are given a single or shared apartment. Apartment style is contingent upon the residence hall they are assigned. Residence hall placement is based on hall-specific needs, RA expertise and experience, living learning community involvement, accommodations, and other applicable factors.

RAs may not request a specific hall or change their placement after it has been assigned. Each residence hall is different, and it is the responsibility of the RA to know, adapt, and program around the needs of

their assigned building. RA work assignment, room assignment, and work location are subject to change based on operational needs, and at the discretion of HRE.

COMPENSATION

RAs receive a monthly stipend as payment for their work. RAs will be paid in nine, monthly stipend installments on or around the 15th of the month, from September to May. The stipend amount will be the same every month. Stipends are taxed. All responsibilities listed above, including Fall and Spring Training and early move-in, are included in the monthly stipend amount.