Resident Assistants (RA’s) are an integral component of the Highland Community College (HCC) Housing Office. They are paraprofessionals who are required to live within a community and work toward the goals and objectives set forth by the HCC Student Handbook, Student Code of Conduct, Resident’s Handbook and the Student Life Office. RA’s are considered to be college officials as well as a HCC housing staff member. Although RA’s are considered to be college officials, they are held to the same housing contract terms and conditions as well as campus and housing policies as all HCC students. RA’s serve as a liaison between students and staff because they have the most direct contact with HCC students and staff. Resident Assistants also serve as HCC campus leaders. RA’s are assigned to apartment complexes by the Director of Student Housing to supervise a complex or complexes of approximately 24-48 students.

**RA Compensation:**

RA’s receive a scholarship which covers the full cost of their housing and $150 towards their meal plan each semester.

**RA Academic Requirements:**

- 2.0 Cumulative GPA
- Good Academic Standing
- Enrolled in 12 or more credit hours a semester while serving as RA
- Attend classes regularly

**Skill/Qualifications Needed:**

- Leadership ability
- Good judgment
- Ability to work under pressure
- Time management skills
- Flexibility
- Effective communication skills
- Demonstrates HCC code of conduct and values
• Positive Role Model

RA Job Responsibilities and Expectations:

RA Job Responsibilities and Expectations

Community Facilitator

• Be visible & accessible to all students in your complex
• Spend quality time with residents on a consistent basis
  o Visiting students informally in their apartments
  o Eating meals with them
  o Provide time for them to stop in & visit you in your apartment
• Know the first & last names of all of your residents within the first three weeks of each semester
• Assist in the developing an educationally supportive living environment
• Welcome each resident at the beginning of each semester & any new residents
• Establish a community that fosters diversity in all forms & embraces treating people with dignity & respect
• Attend Campus Activities Regularly

Role Model

• Actively confront & document all disciplinary situations
• Uphold the policies & programs of HCC
• Explain & enforce all college & housing policies & procedures
• Demonstrate exemplary behavior at all times
• Serve as a positive role model
• Refrain from involvement in any illegal activities
• Attend class regularly

Helper

• Respond to student crises & assist the Director of Student Housing with crises
• Assist students with housing, academic, personal & social issues & serve as a campus resource
• Refer students to the appropriate person and/or offices when needed
• Encourage residents to be responsible for his/her own self
• Keep confidences except when confidence may endanger the individual and/or others
• Alert the Director of Student Housing regarding special needs or problems of individual residents
Administrator

- Promptly attend weekly RA Meetings
- Weeknight Office Duty (4 hours)
  - While on-duty, RA’s may have to carry a radio & cannot leave campus
  - RA’s on duty are the main contact people available
  - RA’s on duty are expected to cover the housing office phone
- Complete all RA paperwork (room check forms, apt condition & inventory report forms, etc)
- On-Call Weekend Duty
- Responsible for all keys, equipment and supplies assigned
- Assist the Director of Student Housing with housing check-in & housing check-out
- Conduct monthly room checks
- Respect and maintain appropriate staff & student confidentiality
- Enforce ALL HCC policies publicly & privately, with consistency & fairness

Programmer

- Actively encourage residents to participate in complex programming and campus wide-activities
- Plan and conduct 2 social events and one educational or service program each semester
- Support the Student Activities Office
- Attend campus activities

Team Member

- Maintain open communication with administration, fellow RA’s, food services, maintenance & campus security
- Support decisions and actions of staff members & administration
- Support programs presented by other staff members
- Comply with all reasonable work-related requests
- Work collaboratively with fellow staff members to resolve interpersonal conflicts
- Contribute positively & efficiently to the role and work of the RA position

RA Application Packet

All students who are interested in being an RA must submit the RA Application Packet, which includes: RA Application, Essay, and 2 Letter of recommendations. Application packet must be submitted to the Housing Office. Deadline for application packet is March 27th, 2009.

All Applications, essay questions and recommendation forms need to be mail to Lori Kelley, Director of Student Housing at:

606 West Main Street
Highland, KS 66035