

Position Title: Lead Resident Assistant

The Lead Resident Assistant (LRA) is a paraprofessional staff member who lives on a floor in a residential college with undergraduate students. Lead RAs assist in guiding and supporting a team of RAs in their building, providing mentorship and administrative support to ensure smooth day-to-day operations. Each Lead Resident Assistant will be responsive to the goals and objectives of the Department of Housing and Residential Life. Our primary focus is the development of an environment conducive to the educational and personal growth of students living in the Residential Colleges. The following is a summary of the significant expectations and responsibilities for which Lead Resident Assistants will be held accountable. Specific expectations will be addressed by each Supervisor.

Position Responsibilities

- Assist RLCs in leading and motivating a team of Resident Assistants, providing peer mentorship and leadership to ensure a supportive and effective community environment.
- Assist in training RAs for opening and closing of residential areas at vacation periods and the beginning and end of each semester, ensuring efficient and organized processes.
- It is required for Lead RAs to participate in department wide initiatives such as student staff council, training presentations, facilitating RA recruitment interviews, etc. Opportunities will be communicated during the beginning of each semester by the Assistant Director for Student Staff Recruitment and Training.
- Maintain strong time management skills to balance both administrative tasks and engagement/facilitation activities. During office hours, Lead RAs are expected to be productive, completing necessary tasks rather than engaging in non-work-related activities.
- Must be available for the entire time during peak periods such as opening, closing, 'Cane Kickoff, Sportsfest, and recruitment weekend.
- Role model and adhere to University and departmental policies and procedures.
- Develop and maintain a supportive working relationship with residential life /central office staff members, supervisors, and other HRL professional and student staff members, fostering a collaborative environment.
- Abide by all expectations, policies, and procedures communicated by the supervisor and outlined in the position description, manual, and terms of employment.
- Significant extra-curricular involvement and outside employment must be discussed and approved by your direct supervisor(s) prior to your commitment. Except for academic responsibilities, priority should be given to the RA position and its requirements.
- Complete other duties as assigned by the direct supervisor(s) which relate to the role of the Resident Assistant.

Qualifications

The following must be accepted in order to be eligible for the Lead Resident Assistant position.

- **Employment Status:** To be eligible for the Lead RA position, candidates must be a returning RA in good standing, have demonstrated exemplary job performance, and have held the RA role for at least one year. A formal application process for the position will be communicated.
- **Duration:** Lead RAs are required to be available for and fully commit to the entire employment period as specified above.
- **Course Load:** Lead RAs must maintain full-time undergraduate status at the University of Miami throughout the entire academic year, enrolling in a minimum of 12 credits and a maximum of 18 credits per semester.