

**Position Title:** Resident Assistant

The Resident Assistant (RA) is a paraprofessional staff member who lives on a floor in a residential college with undergraduate students. Each 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 Resident Assistants will be held accountable. Specific expectations will be addressed by each Supervisor.

**Position Responsibilities**

- Assist students in their general orientation to the campus and provide information.
- Participate in serving on duty on a regular basis.
- Assist in opening and closing of residential areas at vacation periods and the beginning and end of each semester.
- Must be available for the entire time during peak periods such as opening, closing, 'Cane Kickoff, Sportsfest, and recruitment weekend.
- Develop and maintain a supportive working relationship with residential life /central office staff members, supervisors, and other HRL professional and student staff members.
- Role model and adhere to University and departmental policies and procedures.
- It is expected that 3rd year RAs 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.
- 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 Resident Assistant position.

- **Duration:** RAs are required to be available for and fully commit to the entire employment period as specified above.
- **Course Load:** 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.