



RA
RESLIFE

XYZ UNIVERSITY

OFFICE OF RESIDENCE SERVICES

Resident Assistant
Manual

Residence Life is...



**Authentic
Community**

**Brave
Leadership**

**Loving
Service**

Homes Just Don't Happen. We Create
Them.

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1 Welcome, Our New RAs!

Welcome! We are excited to have you on our team. XYZ University strives to discover, create, apply, and share knowledge, as well as to foster ethical and humanitarian values in the service of each other and the global community.

The Department of Residence Services remains committed to refining and complementing the academic and personal development of students. Hence, our team cultivates and nurtures values that emphasize self-awareness, engagement in learning, responsible citizenship, support, and development of relationships, and the honoring of human differences for a just community.



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Director
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1.1 Fall RA Training: 8/15 – 8/22

Fall training occurs in August. The training instructs you on the necessary skills to fulfill your duties as a RA. By completion, RAs will gain practical knowledge of the how and why of their responsibilities. Lastly, training provides the opportunity for RAs to bond with each other especially as secondary resources.

This schedule outlines our time during Fall Training. Be prepared to learn, share, and interact with each other.



Introduction 9:00 - 12:00

Schedule overview , icebreakers, introductions, and What's New.



Brief time 14:15 - 15:40

Expectations in Your Role as a RA?



Lunch time 13:00 - 14:00

Relax and have lunch with your peers.



Office meeting 15:50 - 16:50

Team-Building & Leadership



Breaks 00:05 - 00:15 minutes

This is a good time to use the restroom or grab a snack or drink.



Dinner with Your Hall Team 17:00 – 18:00

Sit along with your hall staff for dinner.
Get to know them better for the year.

1.2 Our Core Values



Student Success

We aspire to enhance students' academic achievements, improve their learning and support personal development.



Integrity

We thrive on acting honorably, trustworthily, and credibly. Thus, we labor to serve well, to treat everyone with respect, to provide timely responses, and to act equitably.



Inclusive Communities

We build and nurture communities that encourage healthy interaction, vibrant friendships, civility, compassion, caring, and an attitude of mutual respect.

1.3 Departmental Staff



Assistant Directors, Residential Communities (AD):

The assistant director for residential communities oversees the daily operations of a specific residence hall area. The AD supervises the A/RHDs in his/her area.



Assistant Residence Hall Directors (ARHD):

The assistant residence hall director supervises some undergraduate student staff members, holding disciplinary meetings with students, and advising hall council government



Residence Hall Directors (RHD):

The residence hall director is responsible for a residence hall or hall complex. RHDs design hall government, discipline meetings with students, community development, and administrative processes.



Administrative Services:

This office coordinates housing contracts, residents' housing and food plan records, billing, and adjustments. Also, they manage early arrivals, exemptions to housing contracts, and housing tours.



Resident Assistant (RA):

Resident assistants live on a residence floor or wing. RAs are selected to assist residents with many concerns – personal, social, academic, and environmental.



Safety and Security:

Security aides provide additional security to the residence halls.

ResLife Profile

2 Mission



Homes don't happen.
We create them.

We believe in the importance of developing communities that inspire accountability, community, student learning, and the honoring of human differences. Certainly, on-campus living augments students' educational and developmental experiences.

The Residential Communities hall staff upholds their obligations to understanding and explaining the educational goals. The staff executes the realization of these goals through day-to-day contact, duties, and community activities. Lastly, students must accept responsibility for their behavior and any associated consequences in a community environment.

3 ResLife's Goals

To achieve the mission, our Residence Life staff focuses on a series of goals and objectives designed to stimulate the student population.

GOALS OF RESIDENCE LIFE!

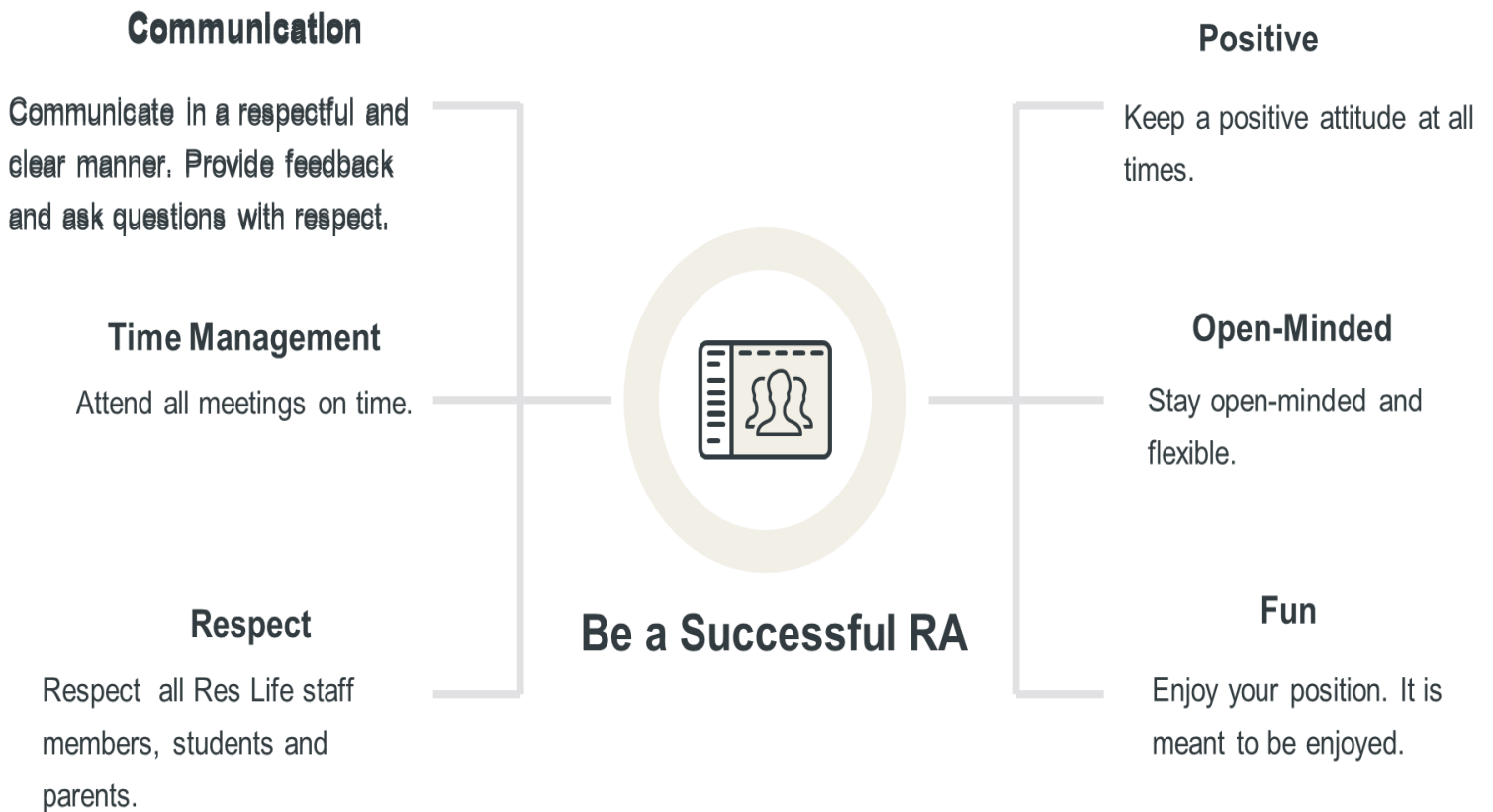
There are certain targets that our RAs should aim to reach. Please keep them in mind as you fulfill your RA responsibilities, this year.

- Enhance the academic environment in the residence halls through programming efforts and the development of living / learning communities.
- Provide students opportunities for personal growth through embracing diversity, spiritual connections, self-reflection, and leadership involvement.
- Provide students a pleasant and home-like atmosphere in which to reside through reviewing current housing trends and obtaining student feedback to improve facilities.
- Retain resident students through superior dedication and services to the students.
- Develop student awareness to create responsible, well-educated, and contributing members of society.

Work Policies

4 The RA Code

The RA Code



5 RA's Responsibilities & Duties

RA must perform a variety of tasks which include three major areas of responsibility.

5.1 Community Development

- Assist in orientating new students through residence life and college life.
- Maintain an approachable and available attitude while providing guidance.
- Maintain a relationship with residents based on trust and confidentiality.
- Observe individual behavior and responds accordingly to issues such as health concerns, academic success, individual differences, and seclusion/depression.
- Observe group behavior and respond accordingly to roommate situations. Nurture community-style living.

5.2 Student Development & Programming

- Develop educational, social, spiritual, recreational, emotional, and cultural programs both on your floor and throughout the building.
- Evaluate students' needs to effectively plan, initiate, advise, and participate in programs.

- Complete at least one program a month. The program should be based on Health & Wellness, Community, Culture, or Education.
- Collaborate with your RD to make sure you fulfill your programming requirements during the semester.
- Participate in office and staff sponsored activities and programs as requested.
- Use campus resources (Student Activities, Health Services, Multicultural Affairs, etc.) in planning programs.

5.3 Administrative Duties

- Attend the required training sessions, scheduled staff meetings, and staff workshops.
- Attend the monthly meetings.
- Become familiar with all the forms, policies, and staff manual.
- Assist the Office of Residence Life and all RD's, regardless of your assigned building, with delegated administrative work: room inventory/inspection, hall openings, and closings, and maintenance requests.
- Contribute to effective lines of communication with other RA's, the RD's, and the Office of Residence Life.
- Assume responsibility for hall supervision and residence community safety/security, particularly on scheduled duty nights.
- Take the initiative to maintain safe, clean, and comfortable living facilities.
- Check mail, voice mail, and email daily to stay up to date.

5.4 Nightly Round Duties

- Each RA will be on duty once a week from 8 PM to 8 AM as well as weekends on a rotating basis.
- Each RA will do rounds through the residence halls during their duty night.
- During the week, three rounds will be done between 8 PM and 2 AM. During the weekend, four rounds will be done between 8 PM and 2 AM.