

McKendree University  
Office of Residence Life  
**Senior Resident Assistant Position Description**

The **Senior Resident Assistant for Residence Life** is a paraprofessional student staff member of a dynamic department committed to creating an atmosphere that encourages personal, social, and academic development by fostering self-responsibility, trust, and respect for others in a comfortable and accepting environment. This position is frequently privileged with matters which require maturity, accountability, good decision-making abilities, and good judgment in balancing academic, personal, and position-related responsibilities.

*This position description is meant to be an addition to the Student Staff Member position description, and it supersedes it, where applicable.*

**PRIMARY DUTIES AND RESPONSIBILITIES**

The following duties are customary for this position but are not to be construed as all-inclusive. Duties may be added, deleted, and assigned based on supervisor discretion, institutional needs, and further leadership opportunities within the assigned area. The Senior Resident Assistant is a part-time, live-in position and will assume responsibility for the following items in consultation with the Director of Residence Life:

- Responsible for general administrative and managerial functions of respective residential areas, including:
  - Supervise community standards process
  - Facilitate communication regarding repairs and student damage
  - Coordinate the Health and Safety Check process
  - Mediate student concerns
  - Supervise 10-11 student staff members
- Developing supportive relationships with staff and residents
- Conduct bi-weekly check-ins with student staff members
- Plan and implement large scale programs based on programming model requirements
- Provide support and leadership for student staff
- Enforce University policies, as set forth in the Student Handbook
- Assist in the recruitment, selection, training, and evaluation of Resident Assistants and Student Academic Mentors
- Serve on a rotating on-call schedule with student staff including varied hours during evenings and weekends
- Be available and visible to assist residents with daily questions and concerns
- Coordinate the opening and closing of your assigned residential area
- Serve as a liaison between residents, building staff, and Supervisor
- Provide appropriate role modeling for staff and residents
- Communicate effectively with supervising Area Coordinator by submitting reports regularly and providing ongoing feedback regarding staff, residents, and administrative matters
- Assist supervisor in conducting regular staff meetings
- Complete a minimum of twelve (12) office hours per week during regular business hours
- Complete two (2) office hours in Clark Hall Office 208 per week.
- Directly supervised by a Resident Life Professional Staff member for McKendree University

**Required Attendance:**

The SRA must be able to attend student staff and partial professional staff training sessions not limited to Fall training (1-2 weeks prior to SSM return date) and extended hours and/or days at the beginning and end of each semester.

**MINIMUM QUALIFICATIONS**

- Applicant must be a full-time, student of McKendree University for the entire academic year
- Applicant must be at a Junior class status or higher
- Applicant must have served as a Student Staff Member in the Office of Residence Life for at least one year

- Applicant must be available to attend extended professional training, weekly Residence Life staff meetings, twelve (12) hour office hours/week, and attend to students as needed
- Applicant must abide by all McKendree University policies as set forth in the Student Handbook, as well as local or state laws

#### **COMPENSATION AND BENEFITS**

- 10-month contract
- Partially furnished apartment with utilities provided with single accommodated bedroom
- Partially furnished office space
- Professional development and training opportunities with the Office of Residence Life and the Office of Student Affairs
- Stipend of \$1,350.00 per semester, paid on a bi-weekly basis