

McKendree University
Office of Residence Life
Senior Resident Assistant Position Description
2023-2024 Academic Year

The **Senior Resident Assistant for Residence Life** is a part-time, live-in 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 one-on-one meetings 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 Community Coordinators
- Cooperate with professional staff, University Public Safety, and local police in intervening in situations involving violations of school policy and/or state or local law
- 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 supervising Area Coordinator
- 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 ten (10) office hours per week during regular business hours
- Attend student staff and partial professional staff training sessions
- Directly supervised by an Area Coordinator for McKendree University

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, ten (10) 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
- Furnished office space
- Professional development and training opportunities with the Office of Residence Life and the Office of Student Affairs
- Minimum monthly stipend of \$150 paid on a bi-weekly basis

Required Attendance:

The SRA employment is a 10-month contract that begins on July 17, 2023, and ends on May 14, 2024. These dates are subject to change. You should arrive to campus no later than this time and are required to stay until the end of your contract time. Additional dates may be added/removed at the discretion of the Office of Residence Life.

EVENT	START DATE	END DATE
FALL TRAINING AND STUDENT CHECK-IN	JULY 17, 2023	AUGUST 20, 2023
HOMECOMING WEEKEND HALF STAFF-ON-CALL	OCTOBER 20, 2023	OCTOBER 22, 2023
HALLOWEEN WEEKEND HALF STAFF-ON-CALL	OCTOBER 27, 2023	OCTOBER 29, 2023
SPRING TRAINING & STUDENT CHECK-IN	JANUARY 8, 2024	JANUARY 15, 2024
IN-SERVICE TRAININGS	3-4 TRAININGS (1-2 HOURS EACH) PER SEMESTER	

Scheduled Time Off Information:

Please pay close attention to the dates and times of these breaks and plan your time away. Please consult with your Resident Director or Area Coordinator before making travel arrangements.

BREAK	WHEN YOU CAN LEAVE	WHEN YOU NEED TO RETURN
WINTER BREAK	DECEMBER 10, 2023	JANUARY 8, 2024
SUMMER BREAK	MAY 12, 2024	N/A