UCR Residential Education

RESIDENT ADVISOR JOB DESCRIPTION

POSITION DESCRIPTION

The Resident Advisor (RA) is a live-in paraprofessional member of UCR's Department of Residential Education. The RA position is trusted with a high-level of responsibility to support the department's mission to be "committed to the development of a safe and inclusive, living and learning community, which holistically fosters academic, social, cultural, and personal growth."

The RA lives in and assumes primary responsibility for responding to the personal needs of area residents, for shaping an environment that supports academic and personal development, and for managing critical administrative tasks, including duty and crisis management. The RA creates and utilizes a variety of strategies with their assigned community as well as participates in department wide initiatives to provide learning opportunities for residents and connection as a community.

The RA position is responsible for responding to changing needs and situations and requires maturity, integrity, flexibility, adaptability, enthusiasm, commitment, strong administrative skills, and a willingness to grow in all areas. The RA is under the supervision, guidance, training, and development of the Resident Director (RD) and Assistant Resident Director (ARD) of the community and is part of a staff team.

Additional guidelines are provided in the Conditions of Employment, and expectations set by the department, communities, and individual supervisors.

POSITION REQUIREMENTS

- Must pass a DOJ/FBI or HireRight background check.
- Responsible for reading, understanding, and following all policies and practices contained in the Conditions of Employment and expectations by department and supervisor(s).
- Maintain a cumulative GPA of 2.3 throughout the academic year, a 2.0 quarterly GPA, as well as complete a minimum of 12 units (Undergraduate) 8 Units (Graduate). S/NC grades are limited and need approval from a supervisor. UCR grade history will be reviewed.
- Must be and remain a full-time registered student at UCR for the academic school year; must limit total class hours (including labs) to 18 units, unless approved by supervisor in advance.
- Must remain in good standing and adhere to all policies with Residential Education, Housing Services, Dining Services and Student Conduct and Academic Integrity Programs (SCAIP).
- Must be available and present in the residential community including evenings and weekends. Must inform supervisor of significant periods of time away (72 hours) from residential community.
- Must return early as scheduled before the beginning of each quarter and remain until after closing at the end of each quarter and at the end of the year until released by supervisor.
- May not hold any other employment or co-curricular position that exceed ten hours without prior approval from supervisor.
- Other employment, co-curricular positions, and extra-curricular activities may not interfere with fulfillment of job responsibilities. Must receive prior approval from professional staff supervisor.

POSITION RESPONSIBILITIES

COMMUNITY, SOCIAL, AND EDUCATIONAL PROGRAMMING

- Fulfill interaction strategy requirements as set forth by the Curricular Model, department, and supervisor. Initiate, plan, and implement strategies according to Curricular Approach Model.
- Maintain availability, visibility, and approachability in your community.

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- Be available to assist students, implement activities, plan programs, and facilitate community meetings.
- Respond to personal crises and emergencies of residents with promptness, dependability, and in a manner that shows care and consideration for individual and group needs.
- Assist in the coordination of student transition and orientation during community openings, transition to spaces, Welcome Week, and quarterly residence hall closings and campus apartment inspections.
- Assist and document roommates and suite/apartment mates with living agreements via coaching, and mediating conflicts when they arise.
- Work cooperatively with students to ensure an environment that displays respect for the rights and privacy of others and promotes consideration of individual needs in a group living environment.
- Respond to student behavior that is inappropriate and/or in violation of campus policies and procedures (i.e., behavior that endangers the health and safety of residents or results in damage to University property).
- Confront policy violations, document incident(s) within 24 hours Follow all Residential Education, Housing Services and UCR conduct procedures & protocols.
- Perform regularly scheduled duty shifts. Follow and support student and professional staff in management of emergency, crisis, and critical situations. Promote academic community-wide and department-wide programs to residents in all residential communities.
- Collaborate with career staff and fellow student staff to create programs or initiatives for communities based on assessed need.

COMMUNITY DEVELOPMENT AND LEADERSHIP

- Encourage personal, social, and academic development of students by spending a significant amount of time in the community area to get to know students.
- Demonstrate knowledge of campus resources and strategies related to personal and academic success and serve as a referral agent to appropriate residential, campus, and local resources as needed.
- Create a welcoming environment which establishes mutual respect and care - conducive to continuous growth and development of individual residents and the larger community.
- Display appreciation of differences and assist residents in developing an understanding of diverse cultures and backgrounds through programming initiatives. Encourage all individuals to act with dignity and equitably by being open to understanding diversity/social justice issues.
- Serve as a constructive and positive role model for personal behavior and academic pursuits.
- Promote all Resident Hall Association (RHA) / National Residence Hall Honorary (NRHH) / Campus Apartment Resident Association (CARA) programs to residents and strive to attend programs, unless required to attend by supervisor. Support and encourage students in the development of an effective Hall and Area Councils and NRHH.
- Collaborate with the RD, the ARD, and fellow student staff to create programs or serve on a committee for community based on assessed need.
- Serve as a community member within their communities by attending and promoting Program Advisor initiatives.

STAFF AND ADMINISTRATIVE RESPONSIBILITIES

- Attend and participate in training sessions and staff meetings including: summer and winter training sessions, staff development activities, weekly staff meetings, and supervisory sessions.
- Participate in all individual, staff, group, and department evaluations.

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- Ensure that the RD is informed and updated on all aspects of your work. This responsibility will entail meeting regularly with the RD and the ARD to share job-related information, receive feedback and develop job-related skills.
- Maintain consistent communication (via email, discord, in-person, and curricular strategies) with residents within your community.
- Promote a team-oriented working environment by collaborating with and assisting team members.
- Complete administrative tasks such as planning for upcoming programs, post-program reconciliation, and other tasks as needed in a timely and efficient manner.
- Post and maintain advertising materials in designated areas ensuring quality presentation and up-to-date information in a timely manner on Bulletin Boards, Discord and social media platforms.
- Maintain and inventory supplies.
- RAs in Living Learning Communities will serve as a liaison between the residential communities, affiliated special interest offices, and Program Advisors for Academics or Residential Experiences.
- Must perform other duties as assigned.

I have read the complete job description for the Resident Advisor position. I understand and accept each requirement and expectation of the position.

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Employee Name (Print)

_____ Joseph Briones 4/16/26
Employee Signature Date Preparer's Name Date

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