Position Description | Resident Advisor

Overview

Resident Advisors (RAs) serve as educators, counselors, administrators, role models, and team members for a community. Within assigned area, an RA works to create and maintain a healthy environment for the academic and personal growth of each resident. RAs are vital to developing a sense of community in the residence hall setting. Community is often built by providing educational and social programming for residents. Additionally, RAs ensure the safety and security of all community members.

Requirements

- Must be a full-time IIT, VanderCook, Stuart, School of Design, Shimer or Kent student (graduate or undergraduate).
- Position is a 12 hour a week commitment.
- Uphold all rules, regulations, policies and procedures outlined in the Residence Hall Handbook, IIT Student Handbook, and all published IIT materials, as well as Handbooks/policies from IIT partner institutions.
- Model behavior consistent with Illinois state and federal laws.
- Hold and maintain a 2.5 cumulative GPA.
- Be in good academic, judicial, and financial standing with appropriate academic institution.
- Commit to no more than 10 hours a week of other employment and/or campus involvement beyond the RA position.
- May not serve as a Residence Hall Association (RHA) executive board member or floor representative.
- Term of employment is typically the first Monday of August, through the Monday following university commencement in May.
- Must agree to evening, weekend and holiday hours.

Administration

- Possess working knowledge of and assist in implementation of departmental procedures.
- Complete all administrative functions (including paperwork) with accuracy and timeliness.
- Perform regular rounds of floor and submit maintenance requests regularly and appropriately.
- Create programming and community development activities.
- Serve on and actively participate as part of a departmental committee.
- Assist in the selection of new staff members.
- Attend weekly staff meetings, supervisor one-on-one meetings, and ongoing training sessions.
- Execute departmental and university protocols during building or campus emergencies.

Community Development and Student Support

- Support students with personal and academic issues.
- Advise a Floor Leadership Team and attend at least two RHA meetings a semester.
- Uphold confidentiality when given sensitive information from either residents or supervisors.
- Be visible on the assigned floor community and spend the majority of nights in the assigned room.
- Document all incidents involving out of the ordinary occurrences and policy violations within the residence halls.
- Develop and maintain good interpersonal relationships with each resident.
- Participate in all-building and community activities as a member of the community and the RGL team.

Duty

- Participate in an on-call duty rotation.
- Duty shifts run each night from 9:15 p.m. to 8:30 a.m., and each Saturday and Sunday from 8:30 a.m. to 8:30 a.m.
- All IIT break periods operate on a special duty system. Every day over each break period must be covered by existing staff.

Remuneration

- Cost of room in the assigned building during the academic year housing contract dates.
- The Create Your Own meal plan.
- $1,000 stipend for the year paid bi-weekly throughout the academic year.
- Room and meal plan allowances are credited to the student account on a per-semester basis. Compensation could affect a student's financial aid package - please check with the Financial Aid office. The RA compensation is considered a room and board scholarship from IIT and will be applied before other scholarships. Loss of other room and board scholarships may occur because of the RA remuneration.
- Position is a one academic year appointment. RAs are able to reapply for additional years through a re-application process.

Other Information

- Additional responsibilities as assigned.
- Returning RAs and RAs placed in living-learning communities may have additional expectations that still fall within the scope of the RA agreement above those of a new or non-living-learning community RA.