

Lake Forest College Resident Assistant

Position Description and Expectations

2024 – 2025 Academic Year

General Overview

The Resident Assistant (RA) is a nine (9) month, live-in paraprofessional staff member in the Office of Residence Life. Becoming an RA at Lake Forest College is considered one of the premier student leadership positions on campus. RAs are returning students who live within the residence halls and play an important role on the Residence Life staff. RAs have a primary focus on helping students get involved, make connections, and feel safe, valued, and comfortable in their residential community. If you enjoy interacting with peers, lending a helping hand, and making a difference, then this is the job for you!

RAs are responsible for assisting students individually and as a community. The primary role of the RA is to facilitate the creation of a positive residence hall environment which supports students' academic and personal success. In order for this environment to develop, RAs must make significant connections with their residents, help residents get to know one another, and connect residents to the resources and opportunities of the larger Lake Forest College community. RAs will carry out this work in either a First Year, Transfer, or Upper Year residential community.

Time Commitment

In order to fulfill the duties and expectations of the RA position, the following requirements surrounding in-person work and attendance are established.

- This position is designated as a part-time student employee position that is required to perform the duties and responsibilities of the position as outlined in the position description. In emergency situations that threaten the health and safety of residents, RAs may be required to perform duties that fall outside the scope of the position description. This may include work in Dining Services, Custodial Services, Admissions, or other Student Affairs offices.
- All halls remain open over Mid-Semester Break, Thanksgiving Break, Winter Break, and Spring Break, and RAs may be required to remain on campus for a portion of those times to fulfill job responsibilities and provide building coverage during these break periods. In conjunction with their Residence Director and staff team, they will work to ensure that adequate coverage is available throughout the break period.
- The Resident Assistant position is viewed as the primary out of classroom commitment. It is therefore expected that scheduling and attendance at staff meetings, training sessions, duty/on-call responsibilities, and other commitments related to the job supersede all other co-curricular commitments.
- RAs must discuss and receive advance approval from their Residence Director to engage in any co-curricular commitments beyond the Resident Assistant position and regular class commitments. Some academic and co-curricular activities conflict with the expectations of availability, time away from campus, training, and semester arrival & closing dates, and may not be compatible with the Resident Assistant position.

- As needed, and with appropriate advanced notification by the Office of Residence Life, RAs may be asked to attend specially scheduled department meetings or events such as training, all-staff meetings, RA selection processes, room selection processes, etc. These dates are subject to be added, but successful completion of the RA duties will include in person work and attendance during the following times:

August 4, 2024: All RAs must arrive to campus by 11am; training will begin at 12pm

August 4, 2024 – August 21, 2024: Fall RA Training, Move-in Shifts, & NSO assistance

September, October, and November 2024 – All Staff Meetings; Dates TBD

Date TBA: Homecoming (additional RA duty coverage may be required)

December 13, 2024: Hall Closing; RAs Released at 4:00pm

January 10, 2025: All RAs must arrive to campus by 11am; training begins at 12pm

January 10, 2025 – January 12, 2025: Spring RA Training

February, March, and April 2025 – All Staff Meetings; Dates TBD

April 29 – May 11, 2025: Hall Closing responsibilities

May 8, 2025 – Halls Close for 1st, 2nd, 3rd-Year Students

May 11, 2025 – Halls Close for Graduating Seniors at Noon

May 11, 2025 – RAs Released at 6:00pm

Duties and Expectations

Community Development

- Fulfill all aspects of a Community Development Plan, including regular 1:1, small group, and community-wide interactions and connections with residents
- Know names and pertinent information about all assigned residents within the first two weeks and continue to build rapport throughout the year
- Create and promote involvement in campus and community social and educational events
- Assist residents in establishing community standards
- Facilitate regular community meetings
- Facilitate roommate agreements with every multi-occupancy room in your community by the stated deadline each semester
- Encourage the development of an environment that is inclusive of the diverse backgrounds of all residents
- Mediate conflicts between residents, with support from professional staff as needed
- Work consistently to create a respectful atmosphere in your assigned community

Personal Development and Student Support

- Engage in regular conversation and connections with the residents in your community
- Maintain a regular presence in your assigned community; establish yourself as approachable and available to residents
- Encourage students to utilize campus resources, referring students as needed (i.e. Writing Center, Health and Wellness, etc.)
- Report concerns and any requested information to Residence Life Professional Staff
- Collaborate with other staff to implement events that meet students' needs
- Establish and maintain an environment that is supportive of successful academic achievement

Inclusion and Belonging

- Promote activities and strategies that contribute to increasing students' intercultural experience and the College's commitment to social justice
- Respond to and report student behavior which involves incidents of bias
- Demonstrate personal growth in the area of intercultural understanding and empathy
- Contribute to an environment conducive to cross-cultural understanding by educating self and others on issues of racism, prejudice, discrimination, and activism
- Actively contribute to and uphold a residential community that fosters a sense of belonging for all students

Role Modeling

- Foster and encourage diversity, equity, and inclusion in all aspects of your Lake Forest College involvement
- Actively support other RAs; work as a team
- Abide by all FERPA expectations related to student privacy. A lot of information related to the RA role needs to be kept confidential. The Office of Residence Life expects a high level of professionalism and confidentiality from all of its staff members. Incidents that affect the health, safety, or well-being of an individual resident need to be communicated promptly to a Residence Life Professional Staff member
- Abide by all college policies as outlined in the student handbook
 - If you are 21 or older you may consume alcohol according to college policy, but consumption is prohibited while on duty or performing any other RA duties
 - Staff who violate any college policies should expect to be placed on employment probation, and possibly face removal from the position

Policy Enforcement

- Confront and document behavior that does not align with the Code of Conduct or other policies outlined in the student handbook. RAs cannot violate or ignore violation of regulations or policies under any circumstances
- Fulfill all responsibilities during time on-call for assigned hall:
 - During weekday duty (Sunday - Thursday), be in the building from 8pm-7am
 - During weekend duty (Friday & Saturday), be within the established duty radius for 24-hrs, reporting back to the hall by 8pm each night
 - Conduct rounds in hall with integrity and as outlined in training

Administrative Duties

- Assist with hall and administrative duties as directed by the Residence Director
- Complete paperwork in a thorough and timely manner
- Read and respond to e-mails as needed within a 24-hour response timeframe
- Assist with facility issues in the building as directed by the Residence Director
- Attend weekly staff meetings, one-on-one meetings, and professional development activities
- Perform all other duties as assigned

Qualifications & Eligibility

Highly qualified candidates will demonstrate reliability and an authentic interest in creating community within the residence halls.

To be eligible for the position of Resident Assistant, RAs must have earned at least six (6) credits at Lake Forest College by the time they begin the position. They must maintain a minimum semester and cumulative grade point average of 2.500 throughout the duration of their employment. If they fail to meet the minimum GPA requirement while employed with the Office of Residence Life, they may be released from the position. RAs must enroll in a minimum of three (3) credits with a maximum of five (5) credits per semester. RAs must maintain a conduct record that is consistent with positive community living.

Remuneration

1. RAs will receive a single room in their assigned community at the rate of a standard double room for the term of their appointment.
2. RAs will receive a paycheck issued every two (2) weeks for 28 hours of paid time. RA hours for each pay period will be automatically submitted at the rate of 14 hours per week. The RA hourly rate will be paid at the second tier of the student worker wage set by the college for the 2024-2025 academic year.