The following job description outlines the functions of a Resident Advisor (RA). While this description is general enough to apply to all RAs, individual RAs may be expected to perform additional functions that meet the specific needs of a given hall, house, community and Student Housing unit.

Expectations for this position begin immediately upon submission of the acceptance form.

Eligibility Requirements

- Must have completed 1 year of college at UCI prior to starting the position or be a transfer student to be eligible.
- During the time of employment, must be enrolled at UCI in a minimum of 12 units per quarter (undergraduate) or 9 units per quarter (graduate) during the academic year and maintain full-time student status.
- At the time the application is due and throughout employment, must have a minimum 2.4 cumulative GPA.
- Must be in and maintain good financial and judicial standing with Student Housing and the University.
- Must live in assigned residence and in designated room during time of employment.
- Must pass a background check.
- Must provide proof of eligibility to work in the U.S.

Role Modeling

- Display values and behavior that support the policies and philosophy of Student Housing and UCI.
- Uphold and follow all Student Housing and University policies. Actively facilitate creation and maintenance of an inclusive environment.

Anteaters Living and Learning (ALL) & Community Development

- Utilize and implement the Student Housing Anteaters Living and Learning (ALL) Residential Learning Model to foster communities that support student wellness, personal responsibility, social responsibility, connection, and academic success.
- Understand the purpose of the ALL and its connection to student success.
- Implement and complete ALL Activity Plans, activities, and assessments with a high ethic of care for students.
- Inform professional staff of community trends, needs, and assess and communicate student concerns.
- Utilize ALL to inform the planning, publicizing, coordination, and evaluation of educational and social programs/services that address community needs.
- Actively participate and assist with Welcome Week events, Celebrate UCI, community government, Resident Housing Association, and Sustainability Resource Center programs throughout the year.
- Advertise and support community and campus events on a regular basis.

Peer Advising

- Develop a community that is positive, supportive, inclusive, and fosters academic success.
- Develop an atmosphere of inclusion and respect towards diverse social identities and experiences. Promote relationship building and understanding between others, and actively engage in creating just and equitable communities.
● Work collaboratively with students and professional staff to create an environment that respects the rights of others and promotes consideration of individual needs in a group living environment.
● Mediate and manage conflict between members of the community.
● Be regularly available and approachable to residents.
● Be sensitive to the needs and concerns of residents.
● Support residents in their personal growth by utilizing the ALL strategies that is genuine and authentic for students.

Emergency Response & Duty
● Provide emergency response and on-call crisis management throughout the academic year.
● Serve in a rotating schedule for after-hours response work, which includes but is not limited to managing facilities support and working with Non-Office Hours Maintenance. Fulfill the requirements of duty coverage, complete safety rounds of the community, and secure buildings during the week and on weekends as assigned.
● All undergraduate RAs are required to cover duty responsibilities during department trainings and university breaks and holidays when classes might not be in session and/or the university might be closed. This includes, but is not limited to: Fall Training, Thanksgiving, Winter, and Spring Breaks.

Crisis Intervention
● Approach crisis in a preventative, proactive manner by discussing potential issues with professional staff immediately.
● Understand, communicate, and participate in disaster response procedures.
● Respond immediately to safety and health emergencies from residents, UCI Police, and other University entities, as requested.
● Coordinate emergency response in collaboration with emergency personnel including UCI Police, Orange County Fire Authority (OCFA), and paramedics.
● Maintain confidentiality, when appropriate, and abide by the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA).
● Report to professional staff as required by the Responsible Employee standards, Clery Act, the Child Abuse and Neglect Reporting Act (CANRA), and any additional policies, as appropriate.
● Refer residents to appropriate resources as needed.

Policy Education & Enforcement
● Understand Student Housing and University policies as outlined in the Policies Applying to Campus Activities, Organization, and Students, Undergraduate Student Housing Policies, and housing contracts and/or lease agreements with residents and organizations.
● Educate residents on Student Housing policies and guidelines, the rationale, and the conduct process.
● Consistently respond to behaviors that are inappropriate or in violation of Student Housing, University Policies, and UCI Chancellor’s Executive Directives, by confronting individuals, enforcing policies, and documenting the incident.
● Document and communicate incidents to appropriate professional staff in a timely manner.

Administrative Responsibilities
● Complete various administrative tasks accurately, completely, and promptly, including utilizing University systems, including but not limited to Advocate and Roompact for all related tasks.
● Attend and participate in weekly staff meetings and 1-on-1 meetings with your supervisor.
● Reconcile roster with residents living in the community, including conducting room checks.
• Conduct a regular walk-through of the community to identify maintenance, custodial and safety/security issues.
• Retrieve items from RA mailbox daily and post notices for the community.
• Maintain proper storage of files and information by following Cybersecurity, FERPA, and HIPAA requirements.

Other Staff Responsibilities
• Participate in all Community Openings/Move-In, Closings/Move-Out, trainings, RA recruitment and selection, and mandatory events as scheduled.
• Fall Training is mandatory and is typically eight hours a day for the three weeks prior to Community Opening/Move-In, which may include additional training in the evenings and weekends.
• Student staff cannot take Summer Session II classes because it conflicts with Fall Training.
• Maintain professional working relationships with other staff members. Work to resolve concerns or conflicts with other staff. Discuss situations with professional staff as appropriate.
• Be available for a weekly two-hour staff meeting (typically Tuesdays from 5:00pm to 7:00pm).
• “Themed Communities” may have additional requirements/responsibilities.
• Perform additional duties as assigned.

Remuneration
• Remuneration will consist of room and board, with the exception of University closure dates. Board plan for the Residence Halls include a full resident meal plan, which would include ten guest passes. Arroyo Vista includes a partial meal plan and stipend.
• Compensation for this position may impact your financial aid package. Please be sure to contact the Financial Aid Office to determine if and/or how your package may be impacted before you accept a position.

Outside Employment & Activities
• It is agreed through a discussion with your supervisor that the RA job is the primary job and takes precedence over other employment or organizational involvement during the term of this agreement.
• All current and future employment or organizational involvement must be discussed with supervisors before accepting the RA position.

Lived/Preferred Full Name:__________________________________________________________________________

Legal Full Name:____________________________________________________________________________________

Signature: _________________________________    Date: ______________________________________

Supervisor Full Name:______________________________________________________________________________

Signature: __________________________________    Date: ______________________________________