

# Northwestern Michigan College

## Job Description

**Job Title:** Resident Assistant (R.A.)-Student Employee  
**Department:** Housing  
**Reports To:** Coordinator of Student Life/Coordinator of Campus Security  
**FLSA Status:** Non-Exempt  
**Prepared By:** Cathy Muma, Coordinator of Student Life/Coordinator of Campus Security  
**Prepared Date:** March 13, 2003, Revised March 30, 2005  
**Approved By:** Bill Hendry  
**Approved Date:** April 14, 2003

### Summary

This student employee acts as a liaison between residence hall students on each floor and the Housing Office, and is responsible for aiding in the creation of a living/learning center community through the use of educational and social programs. This person is responsible for reporting alleged policy violations to the Housing Office in a timely manner. The R.A. is required to live in an on campus dorm room, which is provided as compensation for performing this job. Each R.A. is responsible for approximately 39 residents on his/her floor. This student employee is also given training in the fall to equip him/her with skills necessary to perform the duties and responsibilities of this position.

### Requirements

To be eligible for student employment in a semester, the student must be enrolled half time during that semester (minimum NMC academic credits: 6 for fall; 6 for spring; 3 for summer).

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

#### Daily:

- Maintain individual contact with students on his/her floor.
- Contact the Housing Office to share information from residents with College and community support services.
- Inform appropriate Housing Staff if an emergency occurs.
- Provide information from the Housing Office to students on the R.A.'s floor.

#### Weekly:

- Attend a weekly staff meeting.
- Complete a weekly report.
- Provide residence hall coverage through weeknight and weekend "duty" coverage (approximately twice a week), which includes walking through all public areas of the building every hour until two hours after quiet hours have started.

#### Monthly:

- Create and implement an educational program for floor residents that will provide life skills, create/support a diverse community or provide important academic information.
- Create and implement social programs to foster healthy peer connections.

#### Annual:

- Attend all fall training, winter training, in-service training, R.A. State Conference.
- Assist in interviewing new staff.

### Supervisory Responsibilities

This job has no supervisory responsibilities.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the College.

**Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Certificates, Licenses, Registrations**

None.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.