

## Senior Resident Assistant Job Description

The position of Senior Resident Assistant (SRA) within the Department of Housing and Residence Life is a student staff position that requires the SRA to reside in a campus housing apartment within an assigned residence hall, sorority/fraternity house, or Cedarbrook II apartment complex for the duration of employment. The SRA assists with the administrative and operational functions for their respective areas, which would include front desk management and administrative responsibilities. In addition, the SRA serves as a resource for the desk assistants and resident assistants within their scope of leadership. The Senior Resident Assistant serves on a weekly duty rotation. The SRA works under the immediate direction of a Residence Life Coordinator (RLC) and is indirectly supervised by an Assistant Director (AD).

### I. Contract:

- A. The SRA contract is for one (1) academic year beginning prior to the residence hall, sorority/fraternity, or apartment opening (on a date set by the Department of Housing and Residence Life) and ends on set date in the signed job agreement.
- B. SRAs receive a scholarship equivalent to the cost of a single space, a meal allowance, and paid office hours as compensation for their responsibilities.
- C. Staff will be permitted to participate in military obligations (Reserves, National Guard and ROTC).
- D. In the event a Senior Resident Assistant is terminated or resigns, the Senior Resident Assistant will be responsible for the current housing contract for the remainder of the semester. If the Senior Resident Assistant chooses to cancel the following semester, then they must adhere to the cancellation process, located in the student portal. The housing and meal plan will be prorated and applied to the student's account. The room assignment will be immediately changed from the Senior Resident Assistant apartment to a room assignment within another building if the decision is to remain in campus housing. It is also understood that the Senior Resident Assistant will forfeit all compensation, which includes, but is not limited to housing, meal allowance, and wages. Senior Resident Assistants are held responsible to the terms of the housing contract, the Residence Life Handbook, the Senior Resident Assistant manual, and all other published University policies and procedures.
- E. Serves on weekly on-call rotation schedule to attend to after-hour incidents. Updates professional staff on duty calls concerning, but not limited to, University police, mental health, building maintenance, roommate conflict, and etc.
- F. Manages and approves overnight guests for assigned area.
- G. Works with the Residence Life Coordinator and hall staff to plan and organize a successful move-in and move-out for residents, which consists of opening and closing each semester.
- H. The SRA must live in their assigned apartment within the residence hall, sorority/fraternity house, or apartment complex for the duration of their employment.
- I. Staff members who face disciplinary action, job probation, or termination are entitled to one appeal. To qualify for an appeal, new or sufficient evidence must be presented as proof for an appeal. That appeal should be made to the Associate Director of Residential Learning and Leadership Development. The appeal decision serves as a final decision.

### II. Qualifications:

- A. In accordance with the IHL Board Directive and Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, The University of Southern Mississippi *may* require all employees to be fully vaccinated against COVID-19 or to have an approved legal exemption and/or accommodation on file with Human Resources prior to your anticipated start date.
- B. Ability to provide proof of COVID-19 vaccination or to have an approved legal exemption and/or accommodation on file with Human Resources prior to your anticipated start date *may* be instituted.
- C. Must have served as a Resident Assistant for at least 1 full academic year and have taken the RA seminar class (UNV 315) before starting as a SRA.
- D. Received recommendation from present Residence Life Coordinator, confirming ability to be successful in role.
- E. The SRA candidate must have a minimum cumulative GPA of 2.80, full-time academic status, and little to no conduct history to qualify for the SRA position. While serving in the position, an SRA must maintain the 2.80 GPA, full-time academic status throughout the *entire* semester to be considered in good standing with the Department of Housing and Residence Life. If the Residence Life Coordinator notice there is a decrease in the SRA's GPA during interim grades, they are encouraged to refer the SRA to academic

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resources and complete a goal assessment. Should the SRA's GPA fall below the required minimum of 2.80, the SRA may be given one semester to raise their overall GPA to meet the requirement. If the SRA is unable to raise the cumulative GPA to the 2.80 requirement, they will be ineligible to continue employment.

- F. The SRA must communicate to their Residence Life Coordinator about additional off campus job(s) held during their time serving as an SRA.
- G. The SRA must have exemplified their interpersonal and communicational skills while working with residents as a resident assistant in the residence hall, sorority/fraternity house, or apartment complex.
- H. The SRA must demonstrate a sense of ownership in job responsibility and maturity.
- I. The SRA must be well-abreast in the meaning of diversity, inclusivity and have a willingness to learn about other cultures.

### III. Administrative/Desk Operations

- A. Responsible for the overall operation of the building's front desk(s). Directly supervises a student staff comprised of desk assistants and resident assistants, concerning front desk operations.
- B. Conducts student staff accountability meetings to maintain a productive and functioning desk operation.
- C. Manages When-to-Work scheduling software. Creates and maintains a rotating weekly desk schedule at the beginning of each semester for the student staff. SRAs are responsible for staffing the desk during the hours established by the Department of Housing and Residence Life.
- D. Conducts desk assistants' semester/annual job performance evaluations by receiving assistance from the Residence Life Coordinator. Meets with DAs individually to discuss their performance appraisals.
- E. Maintains and enforces a neat and organized front desk. Inventories and replenishes all desk supplies, operational forms, manuals, etc. for the front desk. Submits supply requests to the department's office manager.
- F. Assists the Residence Life Coordinator with the overseeing and monitoring of the temporary access card weekly audits. Reports any discrepancies to the Residence Life Coordinator and Card Access Specialist immediately.
- G. Verifies work schedules and daily logs of student staff for accuracy to assist Residence Life Coordinator and payroll clerk with time approval.
- H. Works approved 10 office hours each week. Hours must be spread evenly throughout the work week in order to be accessible to student staff.
- I. Assists in the opening and closing of the buildings each semester.
- J. Attends all mandatory staff trainings and meetings.

### IV. Facilities Management Assistance

- A. Serves as additional live-in personnel responsible for assisting the Residence Life Coordinator in the upkeep of the building.
- B. Keeps Residence Life Coordinator informed of maintenance issues on the interior and exterior of building.
- C. Makes sure an updated roster for the building is available at each front desk.
- D. Assists the Residence Life Coordinator in conducting health and life safety inspections.

### V. On-Call Duty/Student Discipline

- A. Completes all duty tasks while on-call during duty at hall, house, or apartment. Duty times starts at 5:00 p.m. on Mondays until 8:00 a.m. the next Monday. The weekly duty rotation will be determined at the beginning of the semester by the Residence Life Coordinator staff.
- B. Responds to emergency situations quickly and make regular visual inspections of the condition of the facilities to communicate to the Residence Life Coordinator, Assistant Director, or Maintenance Office.
- C. SRAs are required to work during certain holidays when the residence halls, sorority/fraternity houses, or apartments are open. Staff members may have to work during Fall break, Thanksgiving break, Mardi Gras break, Easter, and other single day holidays throughout the year. Regular and Holiday duty will be determined at the beginning of the semester. Holiday duty is equally divided among all SRAs.
- D. Acts based on training and always follow protocol when in doubt.
- E. Notifies Residence Life Coordinator of all conduct issues that may arise in the building.

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- F. Documents all disciplinary problems and subsequent actions in Maxient and refer immediate response incidents to the Residence Life Coordinator.
- G. Serves as witness or provide testimony for the validation of conduct documentation, emergencies, and events, if needed.

### VI. Staff Development/Training

- A. Assists with training of desk assistants and conducts meetings with desk staff periodically for development purposes.
- B. Aids in enforcing university, department, and residence hall policies and standards.
- C. Contributes to planning, preparing, and executing staff development activities during weekly staff meetings.
- H. All SRAs will arrive to the halls, house, or apartment earlier than residential students for staff training and will remain in the halls, house, or apartment after official closing until all duties are fulfilled up to 4 pm. on closing day. Conflicts that arise with staff training, check-in, checkout, and other dates will be considered on an individual basis. SRAs are expected to do everything possible to be present during these mandated events.
- D. Maintains contact with the resident assistants of the building on a regular basis.
- E. Assists the Residence Life Coordinator with program tracking and serves as a resource to resident assistants for programming ideas.
- F. Participates in interdepartmental and intradepartmental staff development periodically during the academic year.

### VII. Intentional Interaction

- A. Occasionally communicates with residents in person as a means of establishing a friendly report/relationship, identifying problem areas, and answering questions.
- B. Functions as a referral resource for residents with emotional, health, or academic problems by directing them to the appropriate office on campus and follow up with appropriate notification to your Residence Life Coordinator.

### VIII. Role Modeling

- A. SRAs must role model good behavior by following campus housing and University policies. Behavior that is questionable both on and off campus could result in disciplinary action or termination.
- B. SRAs must show evidence of leadership skills and be a positive role model, rather than negatively impacting the staff.
- C. Maintains a positive attitude towards colleagues, residents, and professional staff members.
- D. Communicates in a respectful manner to student staff, residents, and professional staff members.
- E. Upholds and encourages diversity and inclusivity among colleagues, student staff and residents.

### IX. General Availability

*This position is deemed Essential Emergency Staff and is required to report for storm duty as well as respond to any other emergencies deemed necessary.*

- A. Be reasonably available to residents in the evening hours and on weekends when in town.
- B. Resides in the building, house, or apartment every night of the week, including during duty, and/or closed weekends.
- C. There will be certain weekends that will be deemed “closed weekends” and all staff will be required to remain in the halls, house, or apartment. Typically, closed weekends are the weekends prior to hall opening and closing each semester, however the Associate Director and/or Executive Director holds the right to declare a “closed weekend” at any time.
- D. Remains in the hall, house, or apartment to assist with crisis management as directed by professional staff member(s). A declared crisis may consist of, but not limited to, weather emergencies, student concerns, assistance with preparations and storm aftermath.

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- E. SRAs are required to work during certain holidays when the residence halls, sorority/fraternity houses, or apartments are open. Staff members may have to work during Fall Break, Thanksgiving, Mardi Gras, Easter, and other single day holidays throughout the year. Regular and holiday duty will be determined at the beginning of the semester. Holiday duty is equally divided among all SRAs.
- F. SRAs will be allowed time off per month. Requests for an individual or weekend days off must be submitted 48 hours prior to the absence and pre-approved by the Residence Life Coordinator before leave can be taken. There is a 3:00 a.m. curfew that staff members will be required to meet when they are not on duty and have not declared the day(s) as an “off day(s)”.

*Revised by dab 06/22*