

## STUDENT POSITION DESCRIPTION



Position Title:

### Resident Assistant (RA)

**NOTE:** Due to the ongoing pandemic and related financial uncertainties, student employment positions that are being offered with start dates in summer and fall 2021 are contingent upon budget availability. Thus, this offer of student employment is conditional and may be modified or retracted based on budget availability. Your supervisor will be in touch with you when they receive budget approval.

#### I. DEPARTMENT/OFFICE INFORMATION

- a. **Department/Office Name:** Residence Life
- b. **Department/Office Location:** Residence Life Office, East Sanborn Hall, C300
- c. **Supervisor Name and Title:** Residence Director
- d. **Website:** <https://www.pitzer.edu/student-life/residence-life/>
- e. **Department/Office Description:** The mission of Residence Life is to Cultivate a Caring Learning Community:
  - i. Cultivate: Residence Life supports students in their individual development and academic pursuits.
  - ii. Caring: Residence Life prioritizes student safety and well-being.
  - iii. Learning Community: Residence Life fosters an inclusive community where students can meaningfully engage with others while supporting the core academic mission of the college.

#### II. POSITION ESSENTIAL FUNCTIONS AND QUALIFICATIONS

- a. **Position Overview:** The goal of the Resident Assistant (RA) position is to facilitate community development through our co-curriculum within the residential community of Pitzer College.
- b. **Essential Functions:** The specific duties and responsibilities of a RA include, but are not limited to, the following:
  - i. Co-Curriculum Programs and Community Development:
    1. RAs will implement the Student Affairs class-based co-curriculum in direct partnership with Campus Life. RAs will create community building and educational programming according to the class-year/building they are serving and will work with their smaller residential community to "Cultivate a Caring Learning Community" for all.
    2. RAs must serve as a role model for all students: understand, enforce, and abide by policies, establish and maintain credibility within the community.
    3. RAs are expected to maintain high visibility in their residence halls and on Pitzer's campus.
  - ii. Office Hours – Day Shifts and Duty Shifts:
    1. Proactive communication with supervisor if will be absent from the residence halls for more than three (3) days.
    2. Each RA is assigned one, reoccurring, 3-hour timeslot per week (e.g. every Tuesday from 3:00 pm to 6:00 pm).

3. Must provide duty coverage of the residence halls by staffing the Residence Life Office and completing two (2) duty rounds from 9pm to 12am, Sunday through Thursday and 9pm to 2am, Friday and Saturday, as assigned.
  4. Handle or refer situations that impose upon community standards as seen by the RA anywhere on the Pitzer campus.
  5. Must assist students in handling crises and work with on-call staff (other RA on-call and ResLife On-Call) to solve problems.
  6. Refer to the ResLife Sakai site for other specific duty responsibilities.
- iii. Administrative Responsibilities:
1. Maintaining appropriate records, including incident reports, duty logs, programming forms, all Residence Life forms, etc. in a proper and timely manner.
  2. RAs must assist in the daily business operations and services of the residence hall.
  3. RAs will assist other areas of Student Affairs such as Campus Life, Orientation, Career Services, Academic Support, Pomona-Pitzer Athletics, TCCS resource centers, etc. as requested.
- iv. Training:
1. Attendance at all fall and spring training is mandatory, including opening the residence halls.
  2. Spring RAs are expected to be at New RA Spring Training unless approved due to extenuating circumstances.
  3. Training will typically last from 8:00 am-5:00 pm and meals will be provided when in-person.
  4. See important dates under General Information.
- v. COVID-19 Related Responsibilities:
1. Support the College's "Community Agreement" by addressing COVID-19 policy issues within the residential community.
  2. Complete additional trainings as needed to support the College's response to COVID-19.
  3. Abide by all COVID-19 related guidance, policies, etc. and role model for fellow students.
- vi. Other duties as assigned.
- c. **Learning Goals:** As a result of serving as a Resident Assistant, students will be able to:
- i. Identify and respond appropriately to potential safety concerns and crises. (Critical thinking/problem solving)
  - ii. Identify and effectively utilize different interpersonal communication skills. (Oral/written communication)
  - iii. Actively work to support campus, local, and global efforts of social justice through the Residential Engagement Model (REM). (Global/Intercultural fluency)
  - iv. Effectively complete administrative tasks such as one-on-one meetings, door decorations, bulletin boards, REM proposals and evaluations, advertising, work requests, incident reports, duty logs. (Professionalism/work ethic; Digital technology)
  - v. Implement intentional interactions to meet the needs of the community as identified by residents, interest surveys, and residence hall assessments. (Critical thinking/Problem Solving; Leadership)

- vi. Identify and support community resources by collaborating and referring residents to these resources. (Teamwork/collaboration; professionalism)
  - vii. Support residents' academic interests and success both inside and outside the classroom. (Leadership)
  - viii. Successfully work with, and contribute to, a team environment. (Teamwork and Collaboration)
  - ix. RA's will be able to transfer skills learned and used to future roles; through evaluation they will be able to understand areas of growth. (Career management)
- d. **Student Conduct:** Working on campus is a privilege and all students, including student employees, are expected to uphold the Pitzer Code of Student Conduct. In addition to following policies and procedures contained within the student employment handbook, student assistants working in the Office of the Dean of Students must be in good student conduct standing with the College. In the event a student assistant within the Office of the Dean of Students or Student Affairs is placed on a disciplinary status of Conduct Probation, or above, the status of their employment may be re-evaluated by the Supervisor, and a recommendation for the termination of student employment privilege may be made.
- i. Abide by the expectations outlined in the RA Disciplinary Guidelines.
  - ii. Expected to be mindful when interacting with the media, including student media. This is meant to assist RAs in balancing the utilization of media platforms with the potential conflicts of interest that may arise due to their involvement with their employment with Residence Life.
  - iii. Performance will be evaluated by the RD periodically throughout the year. Substandard performance may lead to disciplinary action. RAs are expected to communicate any feedback in regard to performance with their supervisory RD or the Associate Dean of Students/Director of Residence Life and Conference Services.
  - iv. Support several different communities, each with unique needs, and position expectations may shift accordingly. RDs each employ their own supervision styles, communications, and expectations.
  - v. Professional Expectations regarding Alcohol/Substance Use:
    - 1. Must adhere to all local, state, and federal laws and the policies in the Pitzer College Student Handbook governing alcohol consumption and substance abuse.
    - 2. Cannot consume alcohol while performing their duties.
    - 3. Cannot drink alcohol within a 12-hour period prior to duty, nor in any case while on duty.
    - 4. Cannot drink alcohol during fall or spring training, starting with early arrival regardless of age.
    - 5. Use the highest levels of discretion when attending other Campus and 7C events where alcohol is present.
  - vi. Academics/Workload
    - 1. The RA position should be the first non-academic priority.
    - 2. Must be enrolled as a Pitzer student in good standing with the College.

3. Must maintain at least a 3.3 cumulative GPA. A semester GPA which is under 3.3 will result in academic probation from the RA job with the Office of Student Affairs. If a RA has two semesters under a 3.3 they may not be reappointed to the RA position.
4. Shall not be enrolled in more than one night class without prior approval from their Residence Director (RD). "Night class" is defined as being in session after 6:00 pm).
5. All major time commitments must be discussed during the first week of classes with their RD via the Outside Time Commitment Form.

vii. **RA Placement:**

1. May be reassigned at any time at the discretion of the Director of Residence Life (DRL)/or OSA. Additionally, individuals assigned to fill a vacant position during an academic year will only be assigned through the end of the academic year in which they were selected.

e. **Knowledge, Skills and Abilities**

- i. Positive, energetic, team-oriented, with ability to collaborate.
- ii. Mediation and listening skills.
- iii. Commitment to promoting community in a diverse environment.
- iv. Strong communication skills in English, both written and oral. Comfortable speaking in front of groups.
- v. Strong organizational skills to manage multiple tasks and priorities while satisfying commitments.
- vi. Exercising sound judgment and effective communication, to deal effectively with crises and conflict. Ability to maintain composure in difficult or crises situations
- vii. Ability to utilize and learn technology.
- viii. Ability to live on-campus in the residence halls.

f. **Physical Requirements**

- i. Working Environment: Work is performed in an office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Occasionally works outdoors for duty rounds, events and activities.
- ii. Physical Requirements: This is generally a sedentary position. Must be able to do the following including the items listed in the table below:
  - a) Sit for prolonged periods of time;
  - b) Operate a computer for prolonged periods of time;
  - c) Communicate with others by email, in person and over the telephone;
  - d) Read printed materials and a computer screen;
  - e) Have the mobility to work in a standard office setting and use standard office equipment;
  - f) Assist with the set-up and teardown of event tables, signage and other materials;
  - g) Lift up to 15 pounds from the ground to waist level without assistance;
  - h) Reach out, over shoulder and overhead, grasp, pull, push, stoop, bend, and twist; and
  - i) Have the stamina to work in a fast-paced work environment.

Key (based on typical week):

**N** = Never    **R** = Rarely    **O** = Occasionally (1%-33% of time)    **F** = Frequently (34%-66% of time)    **C** = Constantly (66%+ of time)

ACTIVITY	FREQUENCY					ACTIVITY	FREQUENCY				
<i>Lifting/Carrying</i>	N	R	O	F	C	<i>Pushing/Pulling</i>	N	R	O	F	C
Under 10 pounds					X	Under 10 pounds				X	
11-20 pounds			X			11-20 pounds		X			
21-50 pounds	X					21-50 pounds	X				
<i>Twisting/Turning</i>	N	R	O	F	C	<i>Driving</i>	N	R	O	F	C
Sit				X		Electric Cart (not street legal)	X				
Stand			X			Vehicle, Automatic Transmission	X				
Walk: Normal Surfaces			X			Vehicle, Standard Transmission	X				
Walk: Uneven Surfaces	X										
Walk: Slippery Surfaces	X					<i>Other</i>	N	R	O	F	C
Reach over shoulder			X			Keyboard and/or Ten-Key				X	
Reach over head		X				Fingering (fine dexterity)				X	
Reach outward			X			Handling (grasping, holding)		X			
Climb		X				Repetitive Motion: Hands		X			
Crawl	X					Repetitive Motion: Feet	X				
Kneel	X										
Squat		X									

### III. GENERAL INFORMATION

- Date Last Updated:** 01/25/21
- Work Schedule:** 10-13 hours per week (subject to change\*)

**Required Dates for 2021-2022 Academic Year:**

**NOTE: All dates below are subject to change based on the College's response to COVID-19 and any changes to the academic calendar. Final dates will be confirmed ASAP.**

	<u>Fall 2021</u>	<u>Spring 2022</u>
<b>Training</b>	RAs Move-In: Sunday, Aug 8, 2021 RA Training and Orientation Assistance: Monday, Aug 9-Friday, Aug 27, 2021	New RA's Move in: Monday, Jan 10, 2022 NEW RA training: Tuesday, Jan 11, 2022 Returning RAs Move in: Tuesday, Jan 11, 2022

		All RA Training: Wednesday, Jan 12 – Saturday, Jan. 15, 2022
<b>Move-In Days Shifts</b>	New Students: Saturday, Aug 21, 2021 Returners: Saturday, August 28 – Monday August 30, 2021	Saturday Jan 15 - Monday Jan 17, 2022
<b>Staff Meetings</b>	Tuesdays at 7pm	Tuesdays at 7pm
<b>Closing Days Shifts</b>	Celebration: Friday, Dec 17, 2021 Closing: Saturday, Dec 18, 2021	Celebration and Closing the Residence Halls: Sunday, May 15, 2022
<b>Holiday (1 night/RA/year)</b>	Labor Day, Fall Break, Thanksgiving Break, MLK, Spring Break, Cesar Chavez	

\* **RA**s who are requesting early arrival or late stay in their residence hall rooms, outside of the dates listed above, will apply for approval via the application on Residence. If approved, these students will agree to be charged a per night fee to their student account.

**c. Timekeeping Records:**

- i. Must submit all hours worked via the College's time and attendance system (Kronos), reflecting actual time worked, on a daily basis and submitted by the due dates set by Human Resources.
- ii. If employed by other offices on campus, RAs should plan their schedules so that all positions together do not exceed 8 hours in a day and 40 hours in a week.
- iii. Cannot work more than six (6) consecutive days between all positions on campus.
- iv. Must adhere to the meal period and rest breaks under the [Wage and Hour Standards](#) which are available on Pitzer's website.
- v. Federal Work-Study: All RAs who receive Financial Aid are required to meet with the [Financial Aid office](#) prior to accepting the RA position. Financial Aid will create a draft of individual aid packages so RAs can see how the position could impact their aid package.

d. **Compensation / Grade:** \$19.25 per hour, Grade is TBD by student salary grade chart

e. **At-Will Employment:** Regular employment at the College is for no specified period of time; conditions and status of employment (hours, pay, title, duties, etc.) are subject to change at any time. Employees, and likewise the College, are free to end the employment relationship at any time, for any reason, with or without notice or cause, unless otherwise prohibited by law.

f. **Essential Functions:** This position description defines the essential or fundamental job duties of the employment position. It is assumed that employees hired for this position can perform the essential functions of this job without imposing risk of substantial harm to the health or safety of themselves or others. It may also include marginal functions, generally defined within Title I of the Americans with Disabilities Act. This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. When duties and responsibilities change and develop, Pitzer College will review this job description and make changes of business necessity.

**g. Classifications**

- i. FLSA Exemption Status : Non-Exempt.
- ii. Confidentiality and Required Reporting: RAs are in a position to gain a great deal of sensitive and personal information. It is expected that this information will be treated in a professional and confidential manner. **RAs do not have privileged confidentiality.** Any

information that might affect the safety, security, and wellbeing of a student *must* be shared with their RD and/or on-call staff immediately, including behavioral and mental health concerns. An RA should not promise confidentiality to the students.

- iii. CSA (Campus Security Authority) Reporter: Employees responsible for reporting crimes that are disclosed to them, so that crime statistics reporting is as accurate as possible.
  - 1. **Yes**
- iv. FERPA (Federal Educational Rights and Privacy Act): Employees with access to student records and information must adhere to the privacy protection requirements under FERPA, which restricts what student information may be disclosed and to whom.
  - 1. **Yes**
- v. Mandatory Reporter: Employees who have frequent contact with children are required to report all known or suspected cases of child abuse or neglect.
  - 1. **Yes**
- vi. Responsible Employee: Employees who must report information to the Title IX Coordinator if a student or other member of the Pitzer College or The Claremont Colleges community discloses an incident of sexual assault, dating violence, stalking, or sexual or gender-based harassment.
  - 1. **Yes**

**h. Benefits**

- i. California sick leave policy for students
- ii. Workers' compensation.
- iii. Single Room Assignment: RAs will be assigned to a RA single room without going through the Housing Selection process. RAs are responsible for all room charges at the universal room rate. Suitemate assignments for RAs are subject to change due to the needs of the College.
  - 1. Early Termination of RA Position: The student may be moved to a double-occupancy room in any building for the remainder of the academic year. The student may continue working in other campus positions unless determined otherwise through judicial procedures.
- iv. No other benefits.

**IV. POSITION DESCRIPTION ACKNOWLEDGEMENT**

- a. I, **name of employee**, have received a copy of this description for the position of **Resident Assistant** at Pitzer College effective **employment start date**.

I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of the department or College without it being specifically included in the job description. If I have any questions about job duties not specified in this job description that I am asked to perform, I should discuss them with my supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my supervisor.

I have discussed any questions I may have about this job description prior to signing this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Position Reporting Information**

**Job Profile:** PIT-Resident Assistant

**Summer Benefits Leave:** No

**Cost Center:** CC65122

**IPEDS/SOC Code:** 43-9190 Miscellaneous and Office Support Workers

**WC:** 8810

**AB1825:** No

**CUPA:**

**EEO-1:** 5 – Administrative Support Workers