Resident Assistants (RAs) are Residential Life student staff members in the first-year (Aurora, Corona, Regina) and upper-class (Lottie, Margretta, Brian) residence halls. These students live and work in their assigned hall under the direct supervision of a Residence Director (RD) or Area Coordinator (AC). The primary role of the RA is to serve as a role model as they work with other members of the residential life staff through the CSB residential curriculum, rooted in the theme of community living. RAs provide support for their residents, facilitate community building, and offer opportunities for learning and development among students primarily in their first two years of college.

This position is a multi-faceted one, requiring flexibility in scheduling and duties, and skills in:

- **Community Development:** Facilitating opportunities to connect students to their fellow residents on the floor and in the residence hall; respecting and celebrating the diversity of residents, and the campus at large.

- **Relationship Building:** Forming effective relationships with individual residents, and groups of residents on the floor and in the hall through intentional conversations and other interactions, as well as with residential life staff team, supervisor, and campus partners.

- **Peer Advising:** Maintaining availability to listen to and converse with residents; mediating conflict between two or more students.

- **Information Sharing & Referrals:** Sharing knowledge of resources and events as they relate to CSB students’ first-year and sophomore experience, including residential life policy, procedure, and systems; campus departments and offices; and opportunities for involvement. Developing an awareness of the developmental needs of first-year and/or continuing residents.

- **Programming:** Planning, promoting, and hosting small- and large-scale events focused on community building and skill development.

- **Critical Thinking/Problem Solving:** Responding to unclear or ambiguous situations; identifying problems or concerns among residents, staff, and/or in the area, and taking steps to address and/or report the issue; formulating and evaluating possible solutions to problems, with or without guidance from supervisor/teammates.

- **Policy Enforcement:** Enforcing campus policy through identification and documentation of potential violations.

- **Administration:** Working within a staff of RAs to maintain nightly office hours, on-duty presence on nights and weekends, and regular attendance at weekly and monthly meetings. Managing a set budget for area events and initiatives. Assisting with departmental events (student staff selection, professional staff selection, move-in, etc.).

- **Time Management & Organization:** Balancing work, academic and personal priorities; completing paperwork, duty tasks and other work as assigned; adhering to established deadlines.

- **Communication:** Maintaining confidentiality with student information; sharing information with supervisor and teammates in a timely, appropriate manner; excellent listening skills.

**Other Requirements**

- Resident Assistants arrive up to two weeks early for fall semester training and opening of the apartments, and up to one week early for spring semester training.

- Active participation in these training sessions, as well as other periodic training/enrichment opportunities is required.

- Resident Assistants remain on campus through the last day of the semester/final exams (up to two days) to facilitate closing the residence halls.

- RAs must maintain a 2.5 minimum GPA during their employment.

- RAs may not be employed by any other on-campus department.

- Strict compliance with institutional and departmental policies and local, federal, and state law is required.
Community Advisors (CAs) are Residential Life student staff members in the East and West Apartments. These students live and work in the apartments under the direct supervision of a Residence Director (RD) or Area Coordinator (AC). The primary role of the CA is to serve as a role model as they work with other members of the residential life staff through the CSB residential curriculum to build community and provide opportunities for skill development for residents as they prepare for life during and beyond their college years. CAs must be junior or seniors at CSB.

This position is a multi-faceted one, requiring flexibility in scheduling and duties, and skills in:

- Community Development: Facilitating opportunities to connect students to their fellow residents within the campus apartments; embracing and celebrating the diversity of residents, and the campus at large.
- Relationship Building: Forming effective relationships with individual residents, and groups of residents in the area as well as with residential life staff team, supervisor, and campus partners.
- Peer Advising: Maintaining availability to listen to and converse with residents; mediating conflict between two or more students.
- Information Sharing & Referrals: Sharing knowledge of resources and events as they relate to junior and senior student experience, including residential life policy, procedure, and systems; campus departments and offices; and opportunities for involvement. Awareness of the developmental needs of junior and/or senior students/apartment residents.
- Programming: Planning, promoting, and hosting small- and large-scale events focused on the development of life skills for college women.
- Critical Thinking/Problem Solving: Responding to unclear or ambiguous situations; identifying problems or concerns among residents, staff, and/or in the area, and taking steps to address and/or report the issue; formulating and evaluating possible solutions to problems, with or without guidance from supervisor/teammates.
- Policy Enforcement: Enforcing campus policy through identification and documentation of potential violations.
- Administration: Working within a staff of CAs to maintain nightly office hours, on-duty presence on nights and weekends, and regular attendance at weekly and monthly meetings. Managing a set budget for area events and initiatives. CAs work extensively with facilities maintenance, the campus work-order system, and are an integral part of the check-in and check-out process for arriving and departing residents.
- Time Management & Organization: Balancing work, academic and personal priorities; completing paperwork, duty tasks and other work as assigned; adhering to established deadlines.
- Communication: Maintaining confidentiality with student information; sharing information with supervisor and teammates in a timely, appropriate manner; excellent listening skills.

Other Requirements

- Community Advisors arrive up to two weeks early for fall semester training and opening of the apartments, and up to one week early for spring semester training. Active participation in these training sessions, as well as other periodic training/enrichment opportunities is required.
- Community Advisors remain on campus through the last day of the semester/final exams (up to two days) to facilitate closing the residence halls.
- CAs must maintain a 2.5 minimum GPA during their employment.
- CAs may not be employed by any other on-campus department.
- Strict compliance with institutional and departmental policies and local, federal, and state law is required.

Questions? Contact Selection Chairs: Mae Yang (myang001@csbsju.edu) or Maddy Zinker (mazinken@csbsju.edu)