



UNIVERSITY OF  
**NORTHERN COLORADO**

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**Housing & Residential Education**

**Resident Assistant (RA) Position Description AY 2025-2026**

**POSITION OVERVIEW:**

The Office of Housing & Residential Education (HRE) at UNC is committed to the education and development of student potential, both academically and personally, within an inclusive learning community that emphasizes the connection, support, diversity, and collaboration that makes it possible for the individual to succeed in their collegiate pursuits. The Resident Assistant (RA) Position is a live-in position (requires you to live in assigned community) that seeks to maximize student involvement and learning through leadership opportunities, academic support initiatives, and dynamic programs designed to assist residential students in their own personal development.

**POSITION EXPECTATIONS:**

The main responsibility of the Resident Assistant (RA) position is to provide support, encouragement and leadership to assist in the creation of an inclusive on-campus community. The RA helps to facilitate a positive living and academic environment. This is accomplished by the following expectations:

**Community and Leadership Development**

- Create an environment where all students, regardless of ability, age, class/socioeconomic status, gender expression, gender identity, immigration status, nationality, race/ethnicity, religion/world views, romantic or sexual attraction, size or other identity can learn and be engaged in the life of the University through personal connection, campus events/organizations, and leadership opportunities.
- Staff will follow all expectations as outlined in the Residential Education Model, including conducting 1:1 conversations with residents, organizing community building events, and other initiatives.
- Identify ways to incorporate learning outcomes-rooted in HRE values such as equity, inclusion & social justice.
- Support RHA and NRHH by attending 2 RHA/NRHH meetings a semester and any events as directed by your supervisor.
- Staff will conduct intentional conversations with each individual resident to foster interpersonal relationships and a greater sense of inclusivity and equity within the community.
- Identify and troubleshoot community concerns, such as: interpersonal conflicts, personal challenges, and crisis intervention utilizing mediation and appropriate referrals.

Additionally, RAs may be expected to assist in these efforts for their online community in addition to their in-hall residents.

- Within the first two weeks of the semester, learn the names and background information of all students within your communities and consistently maintain an easily accessible presence for your online community throughout the entirety of the academic year.
- Support institutional programming and the Coach in Residence (CIR) or Faculty in Residence (FIR) program.

### **Desk Operations & Administrative Responsibilities**

- RAs work 12-16 unpaid desk hours per pay period with the expectation of maintaining flexibility and willingness to trade and cover desk shifts on an as-needed basis.
- Building/Area Staff meeting (Tuesday evenings from 7:00pm-9:00pm) and additional meetings:
  - 1:1 weekly/bi-weekly meetings with supervisors (30/60 minutes per week/every other week)
  - In-service trainings & Desk Staff Meetings
  - RHA/NRHH meetings two times per semester
  - Housing and Residential Education Meetings
- Complete all assigned administrative tasks and reporting thoroughly, accurately, and on time.
- Assist in gathering data from the student population via “Check Ins” to facilitate developmental programming, program evaluation, and prepare for Housing & Residential Education semester initiatives.
- Complete necessary housing/facilities forms and processes associated with student check-in/outs, room moves, work requests, and Health & Safety checks.

### **Campus Safety & Security**

- Provide crisis response, by serving in an on-call duty rotation, to address the emergent needs of your community.
- It is expected that all residential staff maintain the privacy and the safety and security of all students. This includes but is not limited to being a mandatory reporter, following key access policies and a strict adherence to FERPA/HIPAA regulations. This includes, but is not limited to, responding to highly sensitive situations, encompassing university policy violations, physical injury, emergency maintenance and facility issues, mental health concerns, identity related support, and other scenarios needing further discretion.
- Uphold and enforce all University and Housing & Residential Education policies and utilize appropriate campus reporting structures.
- Staff will be expected to respond to certain issues and concerns in-person and will be expected to abide by specific policies and public health orders, including social distancing and wearing a mask while responding in-person.

### **Academic Support and Retention**

- Engage with students in conversations (Check Ins) about their academic success and study habits.
- Role model good academic practices.

- Support academic programming and the Faculty in Residence (FIR) program in your communities.
- Provide informal interventions to students including academic decisions and goals in addition to making appropriate referrals to campus resources, including Academic Support and Advising Office, Tutoring, the Writing Center, the Math Lab and Career Services.

### **Crisis Response & Referral**

- Demonstrate a willingness and openness to learning and implementing crisis response protocols as they relate to supporting students of all identities. These protocols include but are not limited to mental health, suicidal ideation, self-injurious behavior, sexual assault and interpersonal violence, conflict resolution, bias motivated incidents and physical harm.
- Housing & Residential Education does not expect staff members to have previous experience or training in mental health crisis response or diversity, equity and inclusion. HRE will provide training and support to all staff about how to respond to these situations.

### **Role Modeling**

- Residential Staff are expected to uphold all policies outlined in the Housing & Residential Education Handbook, Student Rights and Responsibilities Code of Conduct, and/or Federal and State laws.
- Residential Staff are expected to uphold HRE Culture of Care (C.A.R.E.), including modeling practices of social justice, equity and inclusion.
- All staff members should interact respectfully with supervisors, peers, campus partners, community members and students.
- Maintain an effective working relationship with all people in the UNC community. This includes maintaining flexibility and willingness to adapt to changes in responsibilities.
- Demonstrate appropriate written, listening and oral communication skills to support all job functions (i.e. report writing, crisis, response, residence interactions, and teamwork).
- Demonstrate quality decision making and evaluative skills.

### **CONDITIONS OF EMPLOYEMENT:**

- Live on campus and be sufficiently available to work at unscheduled times.
- Maintain full-time UNC student status by carrying and completing a minimum undergraduate course load of twelve credits/semester, not to exceed sixteen, or graduate course load of nine credits/semester, not to exceed twelve. To take more than the allowed credit amount, a written request for permission must be submitted to their direct supervisor. Permission to take additional credits may be approved or denied by either your direct supervisor, or the Office of Housing and Residential Education.
- RAs must be able to commit to a full academic year of employment (August 2025-May 2026)
- RAs may not be engaged in Student Teaching or Internship Program that is 40 hours/week or more during the term of their employment.

- RAs are required to have a 2.0 cumulative GPA at time of employment. RAs must maintain a 2.0 term and cumulative GPA throughout the duration of the position. If the GPA requirements are not met, RAs may be placed on probation or terminated.
- Hold and maintain good conduct standing with ~~UNC~~ within the Student Conduct and Accountability Office and the Office of Institutional Equity and Compliance.
- Staff members in this role are required to perform the following functions with or without reasonable accommodation:
  - Establish and maintain communication and collaborative relationships with students, their team, and other campus partners, i.e. University of Northern Colorado Police Department.
  - Prepare written documents and complete forms.
  - Read and prepare reports.
  - Gathering information.
  - Respond to and manage emergencies.
  - Issue equipment.
  - Monitor security of residence hall facilities, including visual identification of residents and guests.
  - Ascend and descend multiple flights of stairs.
  - Operate a handheld phone and/or radio.
  - Provide support to students experiencing crisis, including mental health crisis
  - Staff members in this role are required to meet the following physical demands with or without reasonable accommodation: periodic climbing, balancing, stooping, kneeling, crouching, reaching, handling, fingering, feeling, talking, hearing, smelling, near/far acuity, depth perception, accommodation, color vision may be needed. Role may involve lifting of furniture/equipment and assisting others (must be able to exert up to 15 lbs. of force to move objects), exposure to temperature fluctuations in travel from building to building and exterior assignments.
- Supervisor approval is required for all extensive time commitments outside of the HRE Student Staff role. Requests must be made in writing for the following:
  - Any work outside of the HRE Student Staff Role. Staff can work up to 10 hours outside of this role if the additional job does not interfere with this role's responsibilities.
  - Any extra-curricular involvement – Clubs, organizations, groups, athletics, etc. that would require substantial time commitments outside of the role.
  - Additional commitments required for academic purposes – student teaching, internships, etc.
  - All time away requests resulting in absence from position. responsibilities listed above Including but not limited to vacations, weekends away, departure for breaks, commitments that overlap with training, etc.
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- Hall Staff are required to work residence hall openings/closings and be available for the following: the weekend before final exams in the spring and fall semester, Martin Luther King Day, weekends of major athletic finals/competitions (should a local or UNC team be participating), Homecoming weekend, and student staff hiring weekends.

- Break Periods (Desk/Duty Shifts) – It should not be expected that you will have break periods “off”. Reduced coverage will be required during Fall Break, Winter Break, and Spring Break. It is required that desk and duty shifts are covered during these times and therefore staff should expect to work during break periods. Information will be sent out closer to each break regarding staffing sign up for dates/shifts.
- Training Dates (these dates are subject to change). Below are the dates you are expected to return to campus:
  - Summer Training: August 4<sup>th</sup>, 2025 – August 20<sup>th</sup>, 2025
    - Move-in beginning August 2<sup>nd</sup>, 2025
  - Winter Training: January 5<sup>th</sup>, 2026 – January 9<sup>th</sup>, 2026
  - Monthly In-Service Trainings
- Start Date is August 4<sup>th</sup>, 2025, at 8:00 am and end date is May 11<sup>th</sup>, 2026, at 8:00am.

## **COMPENSATION:**

Compensation for each RA includes placement in a single room within an assigned community (which could include sharing a bathroom within a suite); meal plan provided; and a stipend.

Fall Break, Winter Break, and Spring Break compensation for duty will be paid separately from the stipend.

Any paid desk hours will be paid at the UNC minimum wage.

***\*Financial Aid packages may be reduced while employed as a RA. It is important to check with the Financial Aid Office to see how the position would affect your potential aid package.***

## **EMPLOYMENT OUTCOMES:**

Resident Assistants gain a wide range of career readiness skills recognized by *the National Association of Colleges and Employers* (NACE). As a result of performing the job, responsibilities of the RA/CA position students will increase their knowledge, skills and abilities in the following highly employable areas:

§ *Critically Thinking/ Problem Solving* – Executing sound reasoning while analyzing issues, making decisions, and overcoming obstacles.

§ *Oral/Written Communication* – Expressing thoughts/ideas in a clear and effective manner both in-person and in written form.

§ *Teamwork/ Collaboration* – Building strong collaborative relationships with peers and university/community partners; while demonstrating working through healthy conflict management.

§ *Leadership* – Leveraging the strengths of others to achieve a common goal, managing emotions, using empathy to guide and motivate others while organizing, prioritizing and delegating workloads.

§ *Work Ethic* – Demonstrating personal accountability, effective work habits, integrity/ethical behavior, acting with the interests of the larger community in mind and the ability to learn from mistakes.

§ *Equity and Inclusion* – Value, respect, and learn from diverse identities including ability, age, class/socioeconomic status, gender expression, gender identity, immigration status, nationality, race/ethnicity, religion/worldviews, romantic or sexual attraction, size

and others. Demonstrate inclusiveness and the ability to interact respectfully with all people and gain an appreciation of individuals' differences.

### **RA Learning Outcomes**

This student staff position is one that encompasses many facets of the student experience. Staff members will engage with and acquire several skills that can be applied to other aspects of their professional careers. Below is an overview of the learning outcomes associated with the Resident Assistant position:

- Student staff will learn to and interact with residents in a 1:1 format through meaningful and directed conversations
- Student staff will engage with broader social issues pertaining to diversity and inclusion practices
- Student staff will develop crisis management skills as well as other high stress management practices
- Student staff will be accountable for following the REM Curriculum model and all the administrative tasks associated with
- Student staff will develop interpersonal and team-based communication skills