

# Illinois Institute of Technology

## Housing & Residential Services

### Job Description: Resident Advisor

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#### General Summary

The Resident Advisor is responsible for community development and administration of a residence hall floor or grouping of floors. The Resident Advisor reports to the Residence Hall Director and is a paraprofessional member of the Housing & Residential Services staff. The RA supports the mission of Housing & Residential Services to empower on-campus residents by providing support services and leadership opportunities that foster community development, academic success, and personal growth. Residential Education functions are centered around the core values of strong communities, student success, personal development, and collaboration.

#### Principal Duties and Responsibilities

- 1. Community Development.** Effectively manage and enhance the community through building of relationships, connecting students to campus resources, and delivering community development programming (40%).
- 2. Student Support.** Through the IIT early warning system and other support mechanisms, assist with monitoring and following up with students regarding their academic performance; provide support to students while serving in an emergency response duty rotation; provide support to and referrals for students dealing with concerns; collaborate with Student Affairs staff in presenting the New Student Orientation summer and spring programs (20%).
- 3. Departmental Initiatives.** Assist with Residential Education functions and committees, which may include: student staff recruitment and selection; staff training; professional staff recruitment and selection; staff recognition and celebration; living/learning or theme communities; summer conferences; admission visit days; departmental assessment; other departmental program and service development as identified by need (20%).
- 4. Administrative Responsibilities.** Prepare weekly reports and other paperwork as necessary; attend weekly staff meetings and other meetings as planned; assist with hall opening and closing tasks, building & facility inspections, and confirmation of residency (10%).
- 5. Perform other duties as requested, delegated or assigned (10%).**

#### MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Must be a full time IIT, VanderCook, or Shimer College undergraduate or graduate student.
- Must remain in good academic and judicial standing.
- Ability to organize several projects and tasks with multiple deadlines;
- Ability to effectively interact with resident students and their guests;
- Ability to communicate effectively in written and verb form;
- Appreciation for and commitment to multiculturalism;
- Possess professional standards of conduct including a strong sense of ethics and confidentiality;

**NOTES:**

This is a full academic year position required to live on campus with evening and weekend commitments. Stipend, meal plan, and accommodations in a partially-furnished room with basic cable, network connection and utilities provided.

As with all HRS staff, additional hours may be needed during training, and to open and close the residence halls (typically the first and last week of each semester). Dates and times to be scheduled well in advance, typically on the RA agreement presented upon hire.