

THE BROMLEY COMPANIES

Job Description

Title of Position: Academic Year Resident Advisor
Supervisor: Resident Director
Dept. /Div: Administration
Date Prepared/Revised: September 2018
Exempt/Non-Exempt: NE
File Name: Resident Advisor.doc

I. JOB SUMMARY

The Resident Advisor (RA) is responsible for taking an active role to build and maintain a positive community environment on his/her floor. He or she serves as a role model and resource person in assisting students in their education, personal growth, and sense of belonging in the community and at the University of Illinois. The RA must set an example for residents as to proper behavior and compliance with rules established by Bromley Hall and the University of Illinois policies and regulations.

II. APPOINTMENT

Resident Advisors are hired for the Academic Year. One-semester appointments are not available. The first three months of employment are probationary; continued employment is dependent upon satisfactory performance.

III. REMUNERATION

Resident Advisors receive a "Single Room" with an All Available Meals (Board) plan for the Academic Year while the food service is in operation.

IV. ACADEMIC STANDING AND DEPARTMENT

All Resident Advisors must be in good academic standing at the University of Illinois throughout the period of appointment; maintaining a cumulative 2.75 G.P.A. The Resident Advisor must set an example for residents as to proper behavior and compliance with the rules and regulations established by Bromley Hall and with University of Illinois policies and regulations. Violations of any rules, policies, or regulations can result in termination of employment without notice.

V. OUTSIDE EMPLOYMENT

Employment outside Bromley Hall is not allowed for Resident Advisors. A teaching assistantship, internship, or other University-related work may be permitted provided it does not interfere with the Resident Advisor's responsibilities at Bromley Hall. The General Manager and Resident Director must approve all outside employment in writing, prior to the Resident Advisor accepting such employment. Bromley Hall reserves the right to exclusively determine what constitutes interference with job performance.

VI. TIME COMMITMENT

Resident Advisors:

- A. May carry any course load provided it does not impair their effectiveness as a Resident Advisor.
- B. Are allowed six nights free (out of the building) per semester with sufficient notification (two weeks in advance) to the Resident Director.

- C. Are expected to be in their rooms by 2:30 AM seven days a week unless they have requested the evening or weekend off.
- D. Can expect to be "on duty" either at the Bromley Hall Front Desk, or as the Day/Night Director approximately once every six days.
- E. Must be present for all building openings and closings, and therefore, will be unable to leave early or arrive back late for any University holidays. Bromley Hall operates according to the University of Illinois schedule; a list of important dates and times will be provided.
- F. Are required to return to campus approximately three weeks prior to the beginning of the Academic Year for staff development and training programs. Internships and summer classes may not conflict with this. The tentative scheduled report date is **Sunday, August 4, 2019** (subject to change based on PCH RA training).
- G. May not hold a leadership position or be significantly involved in a student organization (e.g., sororities, fraternities, RSO, Professional Clubs, etc). Bromley Hall reserves the right to exclusively determine what constitutes significantly involved.

VII. DUTIES

- A. Serve as a community developer for his/her assigned floor.
 - 1. Know each resident on his/her floor by name and make efforts to build a personal relationship with each resident on his/her floor.
 - 2. Perform bi-weekly wellness checks on residents.
 - 3. Hold regular floor meetings to promote communication between residents.
 - 4. Be available for, open to, and capable of assisting and/or counseling residents who bring their concerns to their Resident Advisor.
 - 5. Work with the residents to create an environment conducive to education, safety, health, friendship, and mutual respect of all residents for each other and for Bromley Hall.
 - 6. Perform the majority of his/her studying in the building to ensure availability to his/her residents as much as possible. Modeling appropriate behavior through academic and personal goals.
 - 7. Provide, plan, and encourage residents to attend and participate in activities, which will benefit all residents in all areas of wellness (cultural, social, diversified, spiritual, physical, life-planning, human awareness, and global awareness) on a regular basis as determined by the Resident Director or General Manager.
- B. Serve as an event planner.
 - 1. Actively support such efforts of other RAs and those of Bromley Hall.
 - 2. Encourage resident involvement in all Bromley Hall activities.
 - 3. Identify potential floor leaders and direct and encourage their involvement in the floor and hall events.
- C. Serve as a staff member of Bromley Hall.
 - 1. Attend scheduled Residence Life Staff meetings.
 - 2. Attend all Hallwide events and special events planned by Bromley Hall.
 - 3. Be punctual, reliable, and responsible in all aspects of the position.
 - 4. Report to building management through weekly reports, reports of all unusual occurrences (especially when on duty as Day/Night Director), and regular personal communication.
 - 5. Recognize his/her role as a representative of Bromley Hall in all that the Resident Advisor does.

6. Attend all Spring and Fall training sessions and all staff development activities/events.
 7. Help create an atmosphere of mutual respect among staff members.
 8. Be willing to assist other staff members when needed.
 9. Maintain regular contact with the Resident Director and discuss job-related as well as personal concerns relative to performance.
- D. Responsible for dealing with resident conduct and setting limits.
1. Respond to problems and conflicts calmly and reasonably.
 2. Know the procedures for handling violations of Bromley Hall rules and regulations and University policies.
 3. Abide by all Bromley Hall rules and regulations and University policies as well as enforce them. Realizing that by no means should a Resident Advisor ignore the violation of a policy by a resident, nor violate the rules and regulations that the residents are expected to follow that were established by Bromley Hall and the University.
 4. Recognize the importance for making decisions that are consistent with all expectations set forth by Bromley Hall and the University.
 5. Maintain a positive rapport with residents while enforcing all Bromley Hall rules and regulations and University policies.
 6. Be knowledgeable of all the information in the Residence Advisor Handbook.
- E. Serve in an administrative capacity.
1. Report all maintenance needs and follow-up so as to ensure attention to such needs.
 2. Post all materials approved by the Resident Director in a timely fashion.
 3. Submit detailed incident reports for all appropriate situations in a timely and efficient manner.
 4. Complete the Day/Night Director's log when on duty. (Day/Night Director shifts are assigned amongst all RAs on a given day. Day Director shifts are from 8:00 a.m. until 4:30 p.m., and Night Director shifts are scheduled from 4:30 p.m. until 8:00 a.m. the following morning. These require the RA on duty to be in the building and accessible by either telephone or radio at all times.)
 5. Work at the Bromley Hall front desk on a rotating schedule with shifts assigned amongst all RAs and scheduled from 4:30 p.m. to 12:00 a.m. on given evenings.
 6. Conduct building tours when scheduled/called upon to do so.
 7. Be punctual, reliable, and responsible in all aspects of the position. Completing all assigned administrative tasks thoroughly, accurately, and on time (such as room inspections, furniture inventory, etc.).
 8. Performs tasks associated with opening and closing residence halls.
 9. Be cooperative; smooth operation of Bromley Hall is dependent upon the support of all the RAs.
- F. Serve as an information source.
1. Be aware of University services and other resources for residents so that if needed, the RA can direct the resident to where he/she might receive appropriate assistance.
 2. Be aware of all the facilities/services available in Bromley Hall to answer prospective residents' questions while giving building-wide tours.
- G. Other requirements.
1. RAs are required to have a working cellular phone at their own expense.
 2. Resident Advisors may at times be called upon to fill shifts or parts of shifts when another employee calls in sick or fails to report to work.

- H. Perform other duties as assigned.

VIII. SKILLS

A. Interpersonal

The RA must have good written and oral communication skills. S/he must be able to work as an integral part of the Bromley Management Team as well as use interpersonal skills to interact with other departments throughout the company.

B. Cognitive

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Also must be able to handle various situations professionally. The RA must be able to manage multiple tasks, to prioritize duties and to take initiative in developing effective means of handling items within his/her own job.

C. Physical

The RA must have manual dexterity sufficient to operate basic office equipment including a telephone and computer keyboard. S/he must have auditory and verbal skills sufficient to communicate effectively with staff and other clients.

This position is moderately stressful and may become more so during particular busy times of the year.

IX. WORK ENVIRONMENT

A. Equipment

The RA will routinely utilize the following: computer, telephone, copy machine, handheld radio communicator, and printer.

X. POSITION REQUIREMENTS

A. Education

Must be in good academic standing at the University of Illinois throughout the period of appointment.

B. Qualifications

- Good written and oral communication skills
- Demonstrated leadership skills
- Good organizational skills
- Willingness to accept responsibilities
- Possess an appreciation for differing viewpoints
- Interest in working with students