IAIA
INSTITUTE of AMERICAN INDIAN ARTS

Job Title:	**Residential Assistant**
Hours per week:	20
Number of positions:	2
Length of Employment:	January 17 - May 12
	(academic progress and behavioral standing must be met every semester to continue)
Pay rate:	$11.50/hr
Supervisor:	**Chelsea Napper**
Contact:	chelsea.napper@iaia.edu, 505.424.2380
Department Name & Code:	Housing/302
Location:	Residence Center
Classification:	Federal/State or Institutional Work-Study
Employer Name/Address:	IAIA 83 Avan Nu Po Road, Santa Fe, NM 87505

Purpose/Role:

The Residence Assistant reports to the Housing Director. The Residence Assistant is responsible to report any damage in the housing area to the Senior Housing Staff, enforce the rules and regulations of the residential living section of the IAIA Student Handbook, ensure the safety of students, demonstrate a lifestyle consistent with the objectives of the residential community rules and regulations, serve as a resource for students through regular contact and housing group meetings, and make recommendations to improve the quality of life in the residential units.

Job Description/Responsibilities/Abilities:

- Attend mandatory RA training during the week before orientation at the beginning of each semester and any other assigned training.
- Greet new and returning students at the beginning of each semester.
- Serve as a student facilitator in orientation activities.
- Serve as a leader to an assigned group of housing students.
- Serve as a mentor to the new students in housing group.
- Perform general office duties in the housing office.
- Distribute student packets.
- Collect and distribute student mail.
- Check residents in/out of the rooms and residential units.
- Inventory residential rooms before and after each semester.
- Be responsible for periodic housing group meetings to provide training, collect and disseminate information.
- Be aware of students' social and emotional well-being, and refer students to appropriate resources for assistance.

- Maintain in confidence information regarding the students or staff. The exception to the requirement involves legal requirements of disclosure by signing a contract of confidentiality.
- Responsible for managing time between school and work and work study responsibilities.
- Enforce the rules and regulations of the Residential Living section of the Student Handbook. Submit written incidents to the Housing Director.
- Maintain a log of all overnight visitors in the housing area.
- Complete and submit work orders requested by students.
- Attend regular residential staff meetings.
- Assist other RAs in monthly health and safety inspections of housing apartments and rooms
- Complete a survey of the RA program at the end of each semester.
- Be on call during nights and weekends on an agreed upon schedule among Residential Coordinator and other RAs.

General Qualifications:

- Full-time enrolled residential student
- Maintain a 2.5 GPA during term of employment. Failure to do so will result in probation for a period of 30 days.
- Ability to arrive on campus up to two weeks before the beginning of the fall semester and one week before the beginning of the spring semester to attend training and new student orientation. Ability to stay on campus at least 2 days past the official closing of student housing to assist in the inventory and closing of the housing units.

Other Conditions:

- Must not be involved in any violation of the Institute of American Indian Arts' policies or State or Federal Law.
- Any violation of the IAIA policies concerning alcohol or controlled substances will result in the immediate dismissal of the Resident Assistant
- Other administrative procedures shall be addressed as they arise with proper consultation as determined by the Housing Director and Dean of Students.

Background Check: Students who reside off-campus are required to have a Background Check done. The fee for this process is paid for by the hiring department.

Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14). See: iaia.edu/student-success-center/student-employment/