



<b>Job Title:</b>	<b>Residence Assistant</b>
<b>Hours per week:</b>	20
<b>Number of positions:</b>	5
<b>Length of Employment:</b>	July 31 <sup>st</sup> through December 9 <sup>th</sup> (Academic progress and behavioral standards must be met every semester to continue)
<b>Pay rate:</b>	\$11.50 /hr
<b>Supervisor:</b>	<b>Chelsea Napper</b>
<b>Contact:</b>	<a href="mailto:chelsea.napper@iaia.edu">chelsea.napper@iaia.edu</a> , 505.424.2380
<b>Department Name &amp; Code:</b>	Housing/302
<b>Location:</b>	Residence Center
<b>Classification:</b>	Federal or Institutional Work-Study
<b>Employer Name/Address:</b>	83 Avan Nu Po Road, Santa Fe, NM 87508

## SUMMARY OF RESPONSIBILITIES

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, serve as a resource for students through regular contact and housing group meetings, demonstrate a lifestyle consistent with the objectives of the residential community rules and regulations, report violations of the rules and regulations of the residential living section of the IAIA Student Handbook, advocate for the safety of students, and make recommendations to improve the quality of life in the residential units.

## ESSENTIAL FUNCTIONS

- 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 to residents.
- 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 mandatory reporting disclosure by signing a contract of confidentiality.
- Responsible for managing time between school and work-study responsibilities.

- Observe and model the rules and regulations of the Residential Living section of the Student Handbook, and report violations thereof.
- Submit written incident reports to the Housing Director.
- Maintain a log of all daytime and overnight visitors in the housing area.
- Complete and submit work orders requested by students or residential staff.
- Attend regular residential staff meetings.
- Assist other RAs in regular 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 Area Coordinator and other RAs.

### **MINIMUM REQUIREMENTS**

- Full-time enrolled residential student (minimum of 12 credit hours)
- 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 two weeks before the beginning of the spring semester to attend mandatory training.
- 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.

### **General Qualifications:**

- Creative problem solver
- Team player
- Good communication skills
- Physical Demands: able to sit, stand for long periods of time, and lift and lower 50lb or more
- Knowledge of general office procedures
- Must be able to research and provide accurate and creative solutions to customer issues
- Ability to work with limited supervision and often independently
- Ability to stay focused, on task, and always display a high level of professionalism
- Ability to work pro-actively and cooperatively with Staff, Faculty, and Students
- Must be available evenings and weekends

### **Other Conditions:**

- Must not be involved in any violation of the Institute of American Indian Arts' policies or State or Federal Law, as this may result in immediate dismissal of the Resident Assistant.
- 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/](http://iaia.edu/student-success-center/student-employment/)