

## **POSITION OVERVIEW**

The Resident Assistant (RA) position at Maine College of Art is an undergraduate paraprofessional position in the Student Life office. RAs are assigned a specific floor(s) and/or building and are available to residents as needed. This position is a significant time commitment and a job for the College. You are expected to complete your duties, responsibilities, and assigned tasks in a timely manner, in accordance with set deadlines, and with professionalism. RAs are campus leaders and role models for the MECA community. Their job is to serve the needs of residents while ensuring a vibrant and safe community. RAs are a mentor and resource for on-campus students and are a liaison between the residential students and MECA. RAs participate in mandatory training prior to the start of school each semester in order to prepare for the position and further their professional development.

Applicants should note that this position requires commitments before the academic semesters start in August and January as well as commitments after Commencement in May. The position will also require commitments during breaks, including Thanksgiving, Winter, and Spring Breaks, and holidays. Applicants need to have lived in Maine College of Art on-campus housing for at minimum two consecutive semesters by their position start date. Good academic and judicial standing at Maine College of Art is both a prerequisite and an ongoing requirement of students holding an RA position.

## **JOB DUTIES & RESPONSIBILITIES**

### **General Responsibilities**

- Carry out MECA Student Life's Mission, and the Mission, Vision, and Values of Maine College of Art
- Foster a community that is safe and healthy for students of all identities
- Act as a positive role model for students in the MECA community
- Be a regular and consistent presence in assigned residence halls
- Communicate effectively with peers, staff, and faculty partners
- Work on a team that includes peers, supervisors, campus officials, and campus partners
- Be an advocate for a positive student experience

### **Community Development & Programming**

- Know each resident in your assigned community and be able to connect them to resources
- Build relationships with on-campus residents
- Support residents in their growth as students and artists
- Create door decorations, bulletin boards, and posters for the residential community as assigned
- Collaborate with Facilities staff to address health & safety needs in the residential community
- Assess the needs of the residential community and intentionally program to meet those needs based on the requirements of your supervisor
- Effectively disseminate information to residents through floor meetings, emails, or other means as directed
- Support the Student Life programming initiatives and those programs offered by other RAs
- Mediate and resolve conflicts between residents in a non-biased manner
- Plan and implement residential programs including the submission of appropriate forms and budgets

### **On-Call & Crisis Management**

- Know and be able to enforce all residence hall policies in the Guide to Community Living
- Be comfortable and prepared to safely confront your peers in situations when policy enforcement is required
- Assist in facilitating fire drills for each campus residence hall each semester
- Maintain the privacy and confidentiality of students, student information, and each student's needs
- Participate in a rotating On-Call schedule with other RAs, including weeknights, weekend days, weekend nights, holidays, and all academic calendar breaks
- Perform any Wellness checks on residents and follow-up with your supervisor in a timely manner
- Complete On-Call expectations including but not limited to: answering the RA On-Call Phone, completing an On-Call log, and writing Incident Reports in a timely and effective manner
- Assist in any lockouts that may occur in the residence halls, and fill out any appropriate forms
- Be able to complete two full sets of On-Call rounds per duty night moving through each building without the use of elevators
- Conduct Health & Safety Inspections as required by your supervisor
- Identify and assess situations independently, and be able to take appropriate actions as necessary
- Consult your supervisor when appropriate, bringing up any concerns or issues

### **Administrative Responsibilities**

- Participate in staff training in both August and January, as well as weekly staff meetings, and any other ongoing pieces of training throughout the year as required by your supervisor, which may include nights and/or weekends
- Assist with the opening and closing of the residence halls including the implementation of Orientation, Winter Break closing, and Commencement. This includes being present for and staffing any immediate and/or emergency closures as well.
- Individually meet bi-weekly or as requested with your supervisor for a one on one meeting
- Work at least 2 hours per week in the Student Life office (or other specified locations), greeting and assisting students, completing RA tasks, and other duties as requested by supervisors; for this duty, you must be able to remain in a stationary position for 75% of your office hours and be able to lift and move at least 25 lbs. You are required to do activity in any outdoor weather condition.
- Work collaboratively and professionally with all Pro Staff and student workers in the Student Life office
- Effectively be able to manage time, including balancing academics, the RA job, and other clubs or outside commitments
- Complete administrative tasks within the timeframe asked by your supervisor
- Assist in check-in and check-outs of students, including logging/managing keys, collecting student housing contracts, and completing Room Inspection Forms
- Provide feedback to Student Life on policies and procedures
- Participate in a performance evaluation once a semester

**Additional Essential Information**

- Work no more than 10 hours (including internships) outside of your RA position which requires supervisor approval each semester
- Understand that there will be additional duties as needed to support the community and that this list is not comprehensive.
- This position requires that you are able to move between all campus buildings at any time of day or night independently
- Due to the unpredictable nature of COVID-19, the position description and duties are subject to change. Pro Staff will communicate any changes as quickly as they are able.

**COMPENSATION**

RA compensation is in the form of a credit issued through the Financial Aid Office. This credit is for an amount equal to the room rate for the residential space to which an RA is assigned. RAs will also receive an additional credit to cover the cost of a meal plan. Please note that a student's financial aid package may be impacted by this position. Contact Financial Aid to discuss your specific package.

**APPLICATION REQUIREMENTS**

- Application form
- Three supplemental essay questions
- A current resume
- One reference from a MECA faculty or staff member
- One other reference who is not a peer or family member (may also be another faculty or staff member)

**APPLICATION TIMELINE**

**FEBRUARY 22, 2021:** All application materials are due to the Office of Student Life

**FEBRUARY 28, 2021:** Group process interviews

**MARCH 1-5, 2021:** Individual interviews

**MARCH 8, 2021:** Decision letters emailed to applicants