

YOUNGSTOWN STATE UNIVERSITY

Office of Housing & Residence Life

Position Title: Resident Assistant

Position Description:

Resident Assistants provide leadership and support for the full operation of the residence hall to which they are assigned. Must demonstrate responsibility in check-in and check-out of all residents assigned to their residence hall. Enforce all Housing & Residence Life policies and procedures. Must participate in on-call rotation (RAs will cover daily on-call from 5pm-8am). Will work front desk of assigned residence hall (RAs will cover daily from 7pm-12am). Participate in weekly staff meetings and weekly meetings with Housing Coordinator. Work in conjunction with academic initiatives held in their hall. Must effectively provide basic information concerning Housing & Residence Life and the University at large. Helpful, cooperative attitude a must for working in a service-oriented environment. General office skills include, but not limited to, copying, sorting and distributing mail. Assist with a variety of projects, and completes other duties as assigned. Additional paid hours may be available.

Minimum Requirements:

- Ability to relate to and be a resource for all residents
- Ability to enforce all Housing & Residence Life policies and procedures in addition to University regulations
- Demonstrate appropriate crisis management and effective confrontation skills
- Strong oral and written communication skills
- Ability to be self-directed, organized, and detail-oriented, providing neat and accurate completion of all work assigned
- Interpersonal skills appropriate to working in a service-oriented environment
- Ability to communicate and cooperate with fellow student employees and staff of Housing & Residence Life, University departments and the University community
- Knowledge of, or ability to learn, basic information related to Housing & Residence Life, Kilcawley Center and general University information
- Demonstrate helpful, cooperative attitude in responses to questions concerning the general University, University-wide events and Housing & Residence Life
- Commitment to, and respect for, confidentiality
- Sensitivity to, and appreciation for, diversity
- Understanding and ability to adhere to regulations outlined in the Handbook for Residents and the University Code of Conduct

Reports to:

Housing Coordinator

Work Expectations:

- Available for both fall and spring semesters including fall training prior to start of academic year
- Work an average of 9 hours a week