



**Department Only**

**Department:** Residence Life

**Campus:** Daytona Beach

**Hours Per Week:** Varies; Monday through Friday and evening and weekends are required as scheduled for approximately 18 hours weekly commitment.

**Salary:** The Resident Assistant position is for one academic year, the student will receive a housing scholarship in the amount of \$6,400.00 (\$3,200.00 Fall 2022 and \$3,200.00 Spring 2023) applied to their student account. The student will also receive a stipend of \$11.00 per hour for required Resident Assistant training.

**Contact:** Residence Life

**Contact Info:** [Housing@DaytonaState.edu](mailto:Housing@DaytonaState.edu)

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**Job Title:** Resident Assistant

**Purpose of Job:** The student Resident Assistant (RA) is a student leadership position that assists with facilitating the social, academic, and personal development of students residing in the College's residence hall. This position requires close adherence to all policies and procedures as defined in the Student Housing Guide, RA Handbook, Housing Contract, and the Student Code of Conduct, as well as all College operating procedures. This position serves as a resource and positive role model to student residents while working with the Residence Life Coordinator to develop a sense of belonging and community in the residence hall. RAs also assist with departmental initiatives including, but not limited to, semester residence hall openings and closings, room inspections, residence life events and activities and other duties as assigned. The Resident Assistant must live on campus in the College's Residence Hall and is required to complete 18 hours per week in the Residence Life Office and community.

**Required Qualifications:** This position requires that the student be currently enrolled at Daytona State College with a sophomore status of 24 earned credits or higher and live on campus in the Residence Hall. A student must be registered for a minimum of twelve (12) credit hours with a minimum of nine (9) credit hours in face to face, hybrid or hyflex classes in each of the Fall and Spring academic semesters. For the Summer semesters the student must be enrolled in a minimum of six (6) credits hours. Students must have, and maintain, a minimum 2.5 GPA and must have completed all DSC Admission requirements and immunizations. A student must be in good standing with the college to be eligible for this position.

## **Duties/Responsibilities:**

- Encourages a strong sense of community amongst the students living in the residence hall through day-to-day interactions with residents and by planning, developing and implementing residential programming opportunities and activities. Becomes personally acquainted with each of their assigned residents and establish a good rapport allowing for open communication. Works cooperatively with residents to ensure an environment that values individual differences and respects the rights and opinions of all residents through open communication.
- Attends and participates in required residence hall meetings, RA meetings and required trainings including RA training prior to the Fall and Spring semester residence hall opening. Provides continuous communication to residents regarding policies and procedures and other important information by holding regular floor meetings for their assigned residents.
- Implements multiple programming opportunities for a positive residential experience for students living on campus on a per semester basis and in conjunction with the established programming model. Designs and updates bulletin boards for assigned floor on a monthly basis. Bulletin board content should inform residents of important dates, events and encourage participation in College activities.
- Completes weekly office hours in the Office of Residence Life as required. Completes residence life documentation; including, but not limited to, incident reports, check-in/check-out forms, overnight guest request forms, room inspections, programming advertisements, attendance sheets and activity programming forms as required.
- Presents a positive attitude toward academic pursuits and ensures an atmosphere conducive to academic success on their assigned floor. Mediates roommate conflicts as necessary and directed. Recognizes and elevates issues to the next level supervisor if needed.
- Enforces residential policies and reports violations, campus issues and/or student concerns to appropriate personnel. Gathers facts and documents all incidents impacting the operation of the residence hall.
- Promotes student welfare and personal safety through familiarization with all life safety equipment, conducting scheduled monthly health and safety checks, reporting any and all safety hazards to appropriate personnel and attending health and safety procedure trainings. Assists in the handling of emergency situations (i.e., fire, health, safety) if needed.
- This position is a "Responsible Employee" for purposes of Title IX as well as a "Campus Security Authority" under the Clery Act.

**Knowledge, Skills and Abilities:** Successful candidates should possess computer skills, coupled with knowledge of Microsoft Office. They should communicate well both verbally and in writing and be skilled in customer service, scheduling and record keeping. Recognize problems, exercise good judgment in making decisions and utilize critical thinking skills. Must be able to work a flexible schedule including evenings, weekends and holidays as required for the student residence housing program. They must be creative and have the ability to work independently; possess the ability to think ahead and assist with special events.

**Requirements:** Applicants must submit a cover letter and three (3) professional references. Cover letters should describe your interest, qualifications and intended future success related to the position. It may also include any leadership experience, community service and volunteer experience.