

Resident Assistant - Position Description

Resident Assistants (RAs) are undergraduate student leaders employed by the Office of Residence Life to help foster inclusive, safe, and engaging living-learning communities. RAs serve as peer mentors, community builders, policy educators, and liaisons to campus resources.

RAs live in the residential communities they serve and report directly to a Resident Director (RD). This position offers leadership development, community engagement opportunities, and significant personal and professional growth.

Key Responsibilities:

Community Development & Engagement

- Build meaningful connections with residents to promote belonging and well-being
- Facilitate intentional conversations with residents twice per semester
- Plan and implement 2 community-building programs per semester based on the Residence Life Curriculum
- Maintain a monthly bulletin board OR one creative passive program per month
- Complete door decorations once per semester

Presence & Support

- Hold 6 open-door hours per week (posted clearly outside room)
- Serve as a role model for responsible and inclusive behavior
- Proactively address resident concerns and refer as needed

On-Call & Safety Responsibilities

- Participate in duty rotation:
 - Thursdays: 8:00 PM – 12:00 AM
 - Weekends (Fri/Sat): 8:00 PM – 2:00 AM
- Complete all duty documentation and incident reports within 24 hours

Administrative Duties

- Attend:
 - Weekly staff meetings
 - Bi-weekly 1:1s with RD or ARD
 - All Staff Meetings (monthly, Sundays 1–3 PM)
- Submit brief weekly check-in reports
- Assist with:
 - Check-in/check-out processes
 - Building meetings as needed
 - Basic facilities/maintenance follow-up

Leadership

- Exemplify Core Values: Serve as an exemplary role model and mentor, consistently upholding Mount Union's core values of Belonging, Excellence, and Integrity in daily work, communications, and actions.
- Collaborate: Establish and maintain positive, constructive working relationships with fellow ResLife Staff members, university staff, and faculty.
- Maintain Professional Standards: Demonstrate professionalism, punctuality, maturity, and a positive attitude.
- Protect Confidentiality: Maintain confidentiality to uphold FERPA and institutional guidelines.

- Team Commitment: Attend all required staff meetings and trainings, and willingly assume responsibility for assigned tasks and position expectations.

Qualifications:

Those hired for the position must meet the following:

- Must be a full-time enrolled undergraduate student of the university.
- Maintain a minimum semester and cumulative GPA of 2.5.
- Remain in good academic and disciplinary standing with the University.
- Demonstrate active involvement on campus (i.e., extracurricular activities, athletics, student organizations, etc.).
- Strong interpersonal and communication skills.
- Enthusiastic about helping others succeed.
- Use appropriate and inclusive language that promotes an environment of respect for all community members.
- Hold a positive and enthusiastic view of the University of Mount Union.

Compensation & Benefits:

Those hired for the position will receive the following:

- Extensive leadership training and opportunities for personal growth
- Cost of Room + Super Single fee waived
- First Year RA: 375/year
- Returning RA: 500/year

Note: Stipends are distributed over 8 months (September–December & February–May). Meal plan not included in compensation

Terms of Employment:

Eligibility for the position is contingent upon the following:

- Ability to serve for the entirety of the 2026-2027 academic year.
- Resident Assistants are expected to work an average of 8–10 hours/week, including duty, programming, and administrative tasks, some weeks (e.g., training, opening, closing, duty, etc) will require additional time
- Attendance at all training dates and required meetings (dates to be determined).
- Fulfillment of job requirements throughout Fall Orientation and the academic year (dates below).
- Uphold community standards and abide by the Student Code of Conduct as outlined in the [Student Handbook](#).
- Represent the Office of Residence Life, Division of Student Affairs, and the University of Mount Union appropriately.

Training & Development

- Attend and participate in:
 - Meet the Staff Spring Kick-Off: Monday, March 2, 2026 @ 7:30 pm
 - Fall Training: August 10-23, 2026
 - Winter Workshop: January 8-10, 2027
 - All Staff Meetings: monthly during the academic year
 - NEOHO Conference: TBD, likely January 30, 2027