

# Resident Advisor Job Description

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- Observe resident to ensure that the resident is conducting himself or herself in an acceptable manner
- Address questions and concerns of residents
- Maintain a log of all interactions with residents, including date and time, nature of interaction, and responsible party (including self)
- Mediate conflicts or complaints between residents, when necessary
- Remind residents to lock common area doors at night and report any problems regarding security of residence hall rooms to appropriate staff member/department head immediately upon discovery (e.g., windows left open)
- Report any problems with facilities to appropriate staff member/department head immediately upon discovery (e.g., broken sinks/faucets, flooding)
- Review the conduct status of residents on a regular basis with appropriate staff members
- Maintain a file of all incident reports, violations, and problems that occur in the residence hall room of each resident and maintain a file of all incident reports, violations, and problems that occurred in common areas
- Perform room inspections at least weekly or as often as duty dictates and report to residence life management any suspicious/illegal items, circumstances or conditions found during inspections (e.g., alcohol consumption, drugs)
- Complete daily assignments/calendars as directed by residence life management/staff
- Assist with general maintenance (e.g. sweeping, mopping, and vacuuming) and provide end of shift/weekend reports on maintenance completed to appropriate staff/department head
- Assist with general cleaning (e.g. cleaning sinks, doors, windows, baseboards, dusting), and provide end of shift/weekend reports on cleaning completed to appropriate staff/department head

- Assist with moving in and out of resident student rooms when necessary
- Perform public relations functions such as greeting students in a friendly manner, answering questions, helping with directions, and distributing literature, etc.