

Resident Assistant Job Description

- Provides assistance and guidance to university staff and students in their daily duties surrounding the residence halls
- Assists with certain administrative tasks that relate to the residence halls, such as student, faculty and staff orientations, change of a student's address, etc.
- Assists residents with personal/social issues as well as household chores as needed
- Utilizes residence hall technology such as computer assignment requests, room shares, long distance phone calls
- Provides information regarding residence hall activities to assist in student recruitment efforts
- Assists residents in preparing and maintaining their rooms, academic programs
- Attends and/or assists with university events and activities as needed
- Assists with maintenance issues that directly relate to resident education and support services, property maintenance, or other university residence hall needs as directed by the assistant director or director of housing
- Performs other duties as assigned by the assistant director or director of housing, according to the needs of the department/group, taking into consideration student interests, educational programs, and services available from residence hall staff.