



Northern Vermont University – Lyndon, Department of Residential Life

RESIDENT ASSISTANT (RA)

SUMMARY

Resident Assistants (RAs) are an integral part of the Office of Residential Life. The roles of an RA include: community facilitator; referral agent; team member; administrator; programmer; and University representative. RAs help to develop a safe and connected residential hall community through programming events, suite meetings, checking-in with residents and regular duty and weekend nights. RAs report to their building's Head Resident/Resident Hall Director who then report to the Director of Student Life.

RESPONSIBILITIES & DUTIES

- Be the “go-to” person for a specific residential area – offering support, guidance, connection, and information
- Help to develop a positive residential community (which includes Custodial staff, RA staff, and the HR/RHD)
- Be “on duty” one weeknight per week and one weekend per month
- Be available and accessible to residents (within reason)
- Develop authentic, professional, relationships with residents so that you can best support them
- Report all emergencies and serious situations to the staff member on call
- Host programs or activities once a month which foster connection and community
- Attend all RA trainings and meetings
- Maintain ongoing communication with supervisor, other RA staff, and the Department of Student Life
- Act as a positive representative of Residential Life and Northern Vermont University at all times both on and off campus
- Arrive to campus early in the fall semester to participate in additional training activities
- Other duties as assigned

BASIC QUALIFICATIONS/SKILLS

- A full-time undergraduate student at NVU Lyndon
- Maintain a minimum cumulative GPA of 2.5
- In good conduct standing with NVU
- Ability to handle emergency situations in a calm and efficient manner (training provided)
- Ability to handle confidential information professionally

COMPENSATION

- Free Campus Housing
- Additional stipend compensation

APPLICATION PROCESS

1. Submit “Student Leadership Application” via FormStack link [here](#).
2. Get 2 References
3. Participate in “Group Processing” a one-time activity session to connect with current RAs and other prospective RAs
4. Schedule Individual Interview with Student Life