

## Resident Advisor | Position Description

### Overview of the Position

- I. **Position Summary:** NC State's resident advisors cultivate inclusive living and learning experiences through residential education and community engagement. This position assists residents in making connections with peers and the NC State community, promoting intentional learning, and supporting residents as they navigate personal and academic transitions.
- II. **Employment Dates:** Employment in this position is for one academic year. Individuals hired can request to return through the yearly request to return process.
  - A. Start date: Sunday, August 6, 2023 (5:00 p.m.)
  - B. End date: Sunday, May 5, 2024 (5:00 p.m.)
- III. **Work Schedule:** Hours for the position vary between the academic year, training, and periods when the residence halls are closing or opening.
  - A. Average hours during the academic year: The position averages 20 hours a week. Specific work hours vary with significant responsibilities completed during evenings beginning at 5:00 p.m. through midnight. While serving in the on-call duty rotation, resident advisors must remain within their assigned community.
  - B. Hours during student staff training and move-in and move-out periods: The position averages 35 hours a week for the first two weeks of employment. Specific hours vary with significant responsibilities completed during the day between 9:00 a.m. through 6:00 p.m.
- IV. **Work Location:** Position duties and responsibilities are performed on-site and in-person within NC State's residential communities in Raleigh, North Carolina.
- V. **Supervisor:** All resident advisors report to a residence life coordinator and a graduate assistant.

### Duties and Responsibilities

- I. **Community Development and Residential Education**
  - A. Develop positive interpersonal relationships with all residents by being approachable, available, and regularly interacting with residents.
  - B. Establish and sustain opportunities for residents to create peer connections and develop positive interpersonal relationships.
  - C. Attend, facilitate, and promote activities to support residential education and community development.
  - D. Create bulletin boards, recommend content for newsletters, and assist with social media engagement.
- II. **Inclusion**
  - A. Advocate and model acceptance, appreciation, and response for all residents.
  - B. Demonstrate a consistent willingness to interact with all residents regardless of various cultures, beliefs, values, or identities; including race, ethnicity, gender, gender expression, sexual orientation, socioeconomic status, ability, ideology, religion, and national origin.

- C. Commit to learning and understanding how cultures, values, identities, and experiences shape perceptions and biases.

### III. Resident Behavior and Support

- A. Understand, communicate, and support local, state, and federal laws; University Policies, Code of Student Conduct; Community Standards; and University Housing procedures to NC State's residents and guests.
- B. Participate in an on-call duty rotation, including during University breaks.
- C. Respond to and report crises, incidents, and emergencies within an assigned residential community with an ethic of care and refer residents to appropriate resources.
- D. Assist and facilitate conflict resolution with residents and community members.

### IV. Training and Development

- A. Participate in all required training and continuing education experiences.
- B. Attend regularly scheduled team meetings and one-on-one meetings with supervisors.

### V. Other Responsibilities

- A. Complete all administrative responsibilities supporting the department's operations as identified to sustain accurate reporting and records.
- B. Attend and provide staff support to NC State outreach events, including but not limited to Experience NC State, University Open House, and Engineering Open House.
- C. Report building concerns as identified by or reported by residents.
- D. Work shifts during opening and closing processes to facilitate resident move-in and move-out.
- E. Complete all duties as assigned to support NC State's operations, including but not limited to working at service desks, assisting with mail operations, and working in the dining hall during emergencies or inclement weather events.

### VI. Compliance

- A. This position must handle confidential information appropriately and is bound by the Family Educational Rights and Privacy Act (FERPA). This position is also a Campus Security Authority (CSA) under the Clery Act as well as reporting responsibilities under Title IX for any crimes or incidents of sex discrimination of which they are made aware. In addition to reporting, training is required for these designations.

## Eligibility Requirements and Qualifications

To qualify for the position, an individual must be enrolled at NC State and meet the following eligibility requirements and qualifications:

- I. **Credit Hours:** Enrolled in at least 12 undergraduate or nine graduate credit hours during the Fall and Spring semesters.
- II. **Grade Point Average:** A minimum of a 2.8 cumulative grade point average at the time of appointment, and once employed, maintain a minimum of 2.8 cumulative and semester grade point averages.
- III. **University Disciplinary Charges or Sanctions:** Students are not eligible for the position if; at the time of the employment offer, the start of employment, and during employment:

- A. They are on Academic Integrity Probation for less than one complete Fall or Spring semester related to academic misconduct as identified in the Code of Student Conduct; or,
  - B. They have any active sanctions for non-academic misconduct as identified in the Code of Student Conduct.
- IV. Residence Hall Experience:** Lived in a residence hall for at least two semesters by the start of employment.
  - V. Housing Application and Agreement:** Complete an NC State housing application, which includes acceptance of the housing agreement during the Housing Selection process.
  - VI. Terms and Conditions of Employment:** Read, understand, and agree to the position's terms and conditions of employment before beginning employment.

### Compensation and Resources for the Position

The total compensation and resources for individuals who begin work on the official start date and conclude employment on the official end date:

<b>I. Stipend</b>	\$4,000.00	Taxable income paid biweekly during the employment dates
<b>II. Dining Dollars</b>	\$2,000.00	\$1,000 distributed in Fall and \$1,000 distributed in Spring
<b>III. Value of Technology</b>	\$376.00	ResNet/internet and streaming/cable
<b>IV. Value of Housing</b>	\$7,050.00	Assigned single room within a residence hall
	<b>\$13,426.00</b>	<b>Total value of all compensation and resources</b>

Compensation and resources for the position are prorated for any student who begins employment after the official start date or concludes employment before the official end date of employment.

### Affirmative Action / Equal Opportunity Employment

NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran.

If you have general questions about the application process, you may contact University Housing via email at [housingjobs@ncsu.edu](mailto:housingjobs@ncsu.edu). Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919-515-3148 or email [ada\\_coordinator@ncsu.edu](mailto:ada_coordinator@ncsu.edu).

Final candidates are subject to criminal & sex offender background checks. NC State University participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.