Overview of the Position

I. Position Summary: NC State's resident advisors are community and peer leaders who cultivate a sense of belonging amongst residents by making connections with residents, promoting learning through NC State's residential education model, and supporting residents as they navigate their personal and academic transitions while living on-campus.

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: Monday, August 5, 2024 at 8:00 a.m.
   B. End date: Sunday, May 4, 2025 at 6:00 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 weekly. Specific work hours vary, with significant responsibilities completed during evenings from 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 Raleigh, North Carolina residential communities.

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. 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.

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

IV. 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 and assisting with mail operations.

V. Compliance
   A. Handle confidential information appropriately, bound by the Family Educational Rights and Privacy Act (FERPA).
   B. Under the Clery Act, serve as a Campus Security Authority (CSA).
   C. Complete all reporting responsibilities identified by Title IX, including any crimes or incidents of sex discrimination of which they are made aware.
   D. Participate in all required training associated with FERPA, the Clery Act, and Title IX.

Eligibility Requirements and Qualifications

Eligibility and qualification for this position require enrollment at NC State and meeting the identified requirements:

I. **Background Check**: Ability to be endorsed for employment by NC State’s Human Resources after completing a criminal background check.
II. **Credit Hours**: Enrolled in at least 12 undergraduate or nine graduate credit hours during the Fall and Spring semesters.

III. **Grade Point Average**: A minimum of a 2.5 cumulative grade point average at the time of appointment, and once employed, maintain a minimum of 2.5 cumulative grade point average.

IV. **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 active sanctions for non-academic misconduct as specified in the Code of Student Conduct.

V. **On-Campus Housing Experience**: Lived in an on-campus residential community for at least two semesters by the start of employment.

VI. **Housing Application and Agreement**: Complete an NC State housing application, including acceptance of the housing agreement.

VII. **Terms and Conditions of Employment**: Read, understand, and agree to the position’s employment terms 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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Stipend</td>
<td>$5,000.00</td>
<td>This is the total amount you will be paid for the period of employment.</td>
</tr>
<tr>
<td>II. Dining Dollars</td>
<td>$2,000.00</td>
<td>$1,000 distributed in the Fall, and $1,000 distributed in Spring semesters.</td>
</tr>
<tr>
<td>III. Value of Technology</td>
<td>$350.00</td>
<td>ResNet/internet and streaming</td>
</tr>
<tr>
<td>IV. Value of Housing</td>
<td>$8,200.00</td>
<td>Assigned single room within a residence hall</td>
</tr>
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</table>

**$15,550 Total value**

Any resident advisor employed after the identified start date or concluding employment before the official end date receives their stipend, dining dollars, value of technology, and value of housing prorated based on their actual start or end dates. Additionally, the value of dining dollars, technology, and housing is reported to the Office of Scholarships and Financial Aid.
Affirmative Action and 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.

For general questions about the application process, contact University Housing via email at housingjobs@ncsu.edu. Individuals requesting reasonable accommodations as defined by the Americans with Disabilities Act (ADA) should request an ADA accommodation through the Office of Institutional Equity and Diversity.