

## Apartment Resident Assistant Position Description

**Position Description:** The Apartment Resident Assistant is a live-in paraprofessional who has administrative and programming responsibility for a wing or building section of students in either the Hospital Hill Apartments or the Oak Place Apartments. The Apartment Resident Assistant reports directly to the Residential Life Coordinator, but may also have responsibilities for working with the Assistant Residential Life Coordinator (Only for specific parts of their position (programming, educational and wellness functions, and other activities). The expected average time commitment for the position is 20 hours per week.

### Apartment RA responsibilities include:

- Maintaining a community atmosphere that is conducive to student social and academic success.
- Serving as a resource to residents. This may include making referrals for campus services, facilities, or activities, sending students to academic advisors, and making them aware of other UMKC personnel, functions, facilities, and activities.
- Working with students who have conflicts or problems (i.e. roommate conflicts, homesickness, adjustment to school, etc.) and knowing when and where to refer students experiencing problems.
- Maintaining a presence in the building and being available to students.
- Creating programming that complements and/or supports the apartment living environment, specifically geared to more mature students, students wanting privacy, international students, or health sciences students.
- Enforcement of University and Residential Life policies.
- Conduct/incident intervention. The Apartment RA is usually the first staff person to confront conduct infractions or assist with emergencies.
- Administrative activities related to the operation of their building, including but not limited to processing work orders, on-call duty, duty at desk/office, giving tours to prospective students, turning in reports, processing check-ins and check-outs, etc.
- Act as liaison between residents and Residential Life administration.
- Attend weekly staff meetings.
- Be willing to accommodate students in overflow housing situations. On-call duty during breaks (including winter break) – Apartment RAs must be available to stay on campus for the entire winter break.
- Other duties as assigned.

**Remuneration for Apartment RA:** Residential Life scholarship, which covers the cost of a two-bedroom apartment (to be shared with another resident of the same gender) and a meal plan.