ELIGIBILITY
- Must be enrolled as a full-time undergraduate or graduate student at UVA
  - Students need to have been enrolled at UVA for at least one year to be eligible; exceptions will be considered on a case-by-case basis determined by staffing needs
- Must be in academic good standing with his/her school of enrollment and must meet the minimum cumulative 2.0 GPA requirement at the time of application and while under contract.
- Language House and Residential College applicants must first apply and be accepted into the residential program of choice. Exceptions apply for current members of Resident Staff (see Promotion/Switch process)

JOB SUMMARY
The Resident Advisor is directly responsible to the Senior Resident in his/her area and is generally responsible for working with Resident Staff as a whole to enhance the intellectual, social, and cultural experience of students at the University.

The Resident Advisor is responsible for articulating to his/her residents the philosophy and the policies of the Office of the Dean of Students/Residence Life, the Housing Division and the University and also for representing the needs of the students to the administration. The Resident Advisor’s effectiveness is dependent upon the relationship he/she establishes with the residents. This adult-to-adult, non-paternal relationship centers around the Resident Advisor’s sincere desire to encourage the development of a residence community that fosters personal and academic growth and, in the case of first-year and transfer students, eases the problems of adjustment to University life.

In fulfilling their responsibilities, Resident Advisors look to the Senior Resident who provides supervision, advice, and overall coordination, along with the Assistant Dean, Tri-Chair, and Area Coordinators who provide additional advice and support.

JOB RESPONSIBILITIES
A. Administration
1. Assist in the opening and closing of residence halls. Check in and check out residents at the beginning and the end of the year.
2. Establish and supervise security measures in the residence hall area, including locking doors, evacuating during fire alarms, avoiding door propping, etc.
3. Inform all residents of rules, regulations, and policies, such as the Drug and Alcohol Policy and Housing Terms and Conditions.
4. Ensure that all residents comply with stated policies. Actively encourage the maintenance of community standards through the means available.
5. Fulfill administrative requirements promptly and efficiently, such as twice weekly checking the mailbox in RLO and completing forms from the Dean or the Housing Division (Incident Reports, All Here forms, Damage Reports, etc.).
6. Cooperate with other Resident Advisors and the Senior Resident in resolving area problems.
7. Ensure that the Senior Resident is informed about problems, crises, and day-to-day concerns in the area.

B. Community Development
1. Spend an adequate amount of time in the living area to deal with group and individual student concerns.
2. Orient transfer and first-year students to University life. Ease their adjustment to the University.
3. Be attentive to concerns related to choosing majors, finding jobs and applying to graduate and professional schools.
4. Explain to the residents the functions and roles of the Resident Advisor and Senior Resident, and Graduate Resident Coordinator (if applicable).
5. Serve as a positive role model for all residents by following and supporting the Standards of Conduct, Residence Staff procedures, and the Housing Contract.
6. Develop an atmosphere where academics can be focused upon in the residence halls.
7. Develop an atmosphere where each resident feels comfortable asserting his or her own rights.
8. Recognize the talents and interests of students. Assist residents by sponsoring the required number of programs per semester with one occurring within the first two weeks of the academic year. Actively support the Area Council or Residential College government.
9. Treat residents fairly and impartially.

C. Program Development
1. Display an enthusiastic attitude toward Resident Staff goals, ideals, and obligations.
2. Attend and participate in all Resident Staff Orientation programs.
3. Attend and participate in training sessions, and Resident Staff activities.
4. Stress the importance of student government and support the representatives in their area after they have been elected.
5. Participate fully in assigned Staff-wide responsibilities, such as functioning as a member of one of the Resident Staff Committees or Area Council, as well as participation in RLO collaborations with offices across Grounds.
D. **Counseling and Referral**
   1. Act as a concerned, non-judgmental peer advisor, whose goal is to assist residents in resolving concerns or problems.
   2. Respond positively in crisis situations.
   3. Act as a referral for residents, utilizing community and University resources.
   4. Refer all academic problems to the appropriate agent (Association Dean, Faculty Advisor, etc.).

5. **Additional Responsibilities for Resident Advisors in Focused Areas:**

   **Residential Colleges:**
   a. Collaborate with the student government to provide educational and social programs for the residents. Support student government and encourage resident involvement.
   b. Participate in / maintain visibility at residential college events

   **Language Houses:**
   a. Work directly with Teaching Assistant to develop academic program and sense of community in the Language House.
   b. Attend and support programs of the academic department; abide by language expectations set forth for all residents
   c. Work with the house government and Resident Staff to provide educational and social programs for the residents.
   d. Serve as a liaison between Teaching Assistant and/or the department liaisons and the Division of Student Affairs and the Housing Division

   **JMW Transfer Residential Program:**
   a. Assist in the development of weekly/bi-weekly programming for the transfer residential program; collaborate with Transfer Student Peer Advisors; utilize student offices/services that provide direct services to transfer students and coordinate programs that meet the specific needs of transfer students

E. **Terms of Employment**

   1. Resident Advisors must arrive for mandatory training program by noon on Friday, August 17, 2012. No exceptions.

   2. **Remuneration:** A furnished single room rent-free during the term of employment, local phone, data hookup, and Resident Staff Meal Plan (50 meals per semester, no plus dollars), and all utilities.
      a. RAs in Brown College, Hereford College, Shea House, French House, and Spanish House receive 80 meals per semester + $175 plus dollars.