

Resident Assistant

The Resident Assistant (RA) position within the Department of Residential Life is a live-in student position, which requires the RA to reside in Curtis Hall or The Commons, overseeing a section of students. The section typically ranges between 24 and 60 students. The RA works under the direct supervision and direction of the Assistant Director of Residential Life and at times under the Student Activities Coordinator, Residence Coordinator, and Director of Residential Life and Student Activities.

Within the section, the RA is responsible for creating and promoting a community environment that is conducive to and enhances the personal growth and development of all residents, utilizing educational and social programming, counseling and/or mentoring to residents, and promoting student responsibility, while fulfilling administrative expectations.

Responsibilities in the paid leadership position of the RA are numerous, and the RA is the focal point for the day-to-day operation of their section. The RA is at one time: student, community developer, referral agent, business manager, peer, friend, and disciplinarian. Simply stated, the RA position is the most comprehensive paid student leadership position attainable at Maine Maritime Academy. This diversity of roles and responsibilities is challenging and calls on the RA to develop organizational and interpersonal skills. The position of RA provides an opportunity to maximize self-development, maturity, and confidence during the college experience.

Roles and Responsibilities:

- Be available and accessible to residents. Spend adequate time in your assigned section. Regularly interact with the hall/section community.
- Assist residents with personal, relational, social, cultural, emotional, and academic concerns while ensuring privacy, sharing with the Assistant Director, and referring students to appropriate resources. This includes recognizing problems and potential problems.
- Make students aware of their roles and responsibilities in the community by explaining and utilizing the Residential Life Policies and Procedures.
- Enforce policies consistently and without bias or malice.
- Conduct floor meetings at the request of Residential Life and/or residents.
- Fulfill all expectations as they relate to departmental programming model(s).
- Serve as a representative, liaison, advisor, committee member, or other appropriate role.
- Serve as a role model for residents and other staff.
- Maintain professional relationships with fellow staff and students.
- Attend all required meetings and events as set forth by the Assistant Director and department (ex: weekly staff meetings, scheduled 1:1 meetings, trainings, in-services, in-hall and campus/hall programs).
- Educate residents about maintenance and custodial staff roles and resident responsibilities. Support Public Works and Custodial staff efforts to provide safe, secure, sanitary, and attractive facilities.
- Assist in the administrative check in and out of residents, room selection, and hall/ship/room transfers in a timely manner.
- Complete room inspections as directed by the Assistant Director.
- Get permission/discuss all extra-curricular, non-credit, excessive course load (over 18 credits), volunteer, or employment commitments with my supervisor prior to assuming commitments outside of the position.
- Participation in the duty rotation (roughly 16 weeknights and 3 weekends a semester).
- Stay late and return early from breaks to close and open the building.
- Maintain a presence on campus and in the buildings according to the policies set in place and maintain reasonable availability to residents.
- Maintain confidentiality as related to job functions, resident concerns, and staff relationships.
- Assist in the operation of the front desk at the direction of the department.
- Assume other duties as assigned by the Assistant Director or the department.

Timeline & Application Process:

The Department of Residential Life and Student Activities hires Resident Assistants annually, with a selection process for the Spring semester in late fall if necessary to fill spots that are opening. In order to apply, students must utilize the Career Services website to find the job posting, and follow the directions posted. From there, the department will send further instructions regarding the application, essay questions, and references required. There is also a Group Process and Interview Process that are required of applicants.

For the Spring semester selection, applications are available from Mid - October 22 through Mid November, when applications are due. For the Fall semester, applications are available from mid-January through mid-February, when applications are due.

Qualifications:

Required: Applicants must be full time Maine Maritime Academy Student a 2.3 GPA or higher and good academic standing. Student must be in good disciplinary standing. Applicant must have a positive attitude, high energy level, knowledge, and enthusiasm for Maine Maritime Academy. Good teamwork, communication, and interpersonal skills, along with leadership potential, professional demeanor, strong work ethic, and willingness to take initiative. Ability to work effectively with a diverse group of team members, students, and staff. Applicant must have a good knowledge and commitment to the mission and goals of the Department of Residential Life and Student Activities.

Preferred: One year living experience in Curtis Hall or the Commons, past student leader experience, crisis response experience, CPR and/or first aid certification, and customer service experience.

Benefits:

- Contracted stipend in the amount of \$2,300, \$2,600, or \$2,800 for their first through third year appointment, respectively. These stipends are distributed biweekly.
- Room waiver and a single room based on availability.
- Training in a variety of areas (ex: crisis response, conflict management, mediation, etc)
- Opportunity to learn and acquire competence in transferable skills
- Flexibility with hours
- Resume and reference builder
- Residential Life and Student Activities swag when available
- Opportunity to acquire other positions within the department
- Use of Residential Life Resource Room and other resources