



Resident Assistant Position Description & Agreement Residence Education & Housing Services 2025-2026

Each of these job functions are essential to your role as a peer educator. To be successful in the Resident Assistant role, you need to be present and engaged in creating your community to build relationships and serve as a resource to residents. In order to create a community and be an effective peer educator, the community must comply with legal and safety standards. It is also important to establish yourself as a role model and represent yourself positively as a member of the Residence Education staff to maintain a high standard of professionalism and credibility as a peer educator.

As a Resident Assistant (RA), I will assume a vital role in the residence hall program for the growth of the individual through group living. As a representative of the University, I consider it my responsibility to exemplify the expectations of Residence Education at Michigan Technological University.

I will support the Residential Learning Model approach to residence education by creating a community of learners.

1. I will work to build an inclusive and supportive community where residents will become resilient by actively engaging in their own progression.
2. I will participate in and facilitate any residence hall educational strategies and community requirements.
3. I will help residents and peers understand how to solve problems.
4. I will collect assessment data as instructed and facilitate surveys, studies, and research projects as required by professional staff.
5. I will contribute feedback for the continued improvement of the Residential Learning Model.
6. I will engage in regular check-ins with my SRA.
7. I will complete any and all tasks assigned to me in a timely manner (training task list, bulletin boards, door decs, paperwork, etc.).
8. I will support campus events including, but not limited to: Orientation, K-Day, Open House, Homecoming, Make a Difference Day, SafeHouse, Winter Carnival, and Preview Day.

I will be present and create a community within the residence halls.

1. I will consider the Residence Education position my primary responsibility outside of coursework.
2. I will establish and maintain friendly relationships with residents. I will assist residents in creating a support network.
3. I will identify and address problems, impart and obtain information, answer questions, and develop a sense of community in my living area.
4. I agree to discuss with my supervisor any offices and participation in student government, leadership in student organizations, or other extracurricular activities.
5. I will be present and engaged on my floor and in my building throughout the week and weekend. I will be available to my team of RAs and my residents to provide proactive support and encouragement to help further their growth and development. Specific requirements will be set by the Director of Residence Education.
6. I will be available to residents on evenings and weekends, as specified by my supervisor. I will be permitted, with approval from my supervisor, to be away from the hall for a total

of 20 nights during the academic year for personal reasons, and I may not take more than 10 nights per semester.

7. I understand that I am allowed evening time outside my assigned residence hall and that I am required to be in my assigned building by 2:30 AM or a night out is required.

I will maintain the highest level of legal and safety compliance within the residence halls.

1. I realize that as a residence hall staff member, I have no legal right to preserve confidentiality and may be required to share resident information with my supervisors.
2. I am aware that reports, rosters, and conversations surrounding such materials are protected under FERPA (Family Educational Rights and Privacy Act). Furthermore, I am aware that I am considered a Campus Security Authority and must report any issues or concerns to my supervisor.
3. I will uphold all policies related to FERPA, Title IX, the Living Guide, and the Code of Community Conduct.
4. I understand it is my responsibility to act in a manner consistent with the rules and regulations outlined in the Living Guide, the RA Resource Guide, and the Code of Community Conduct.
5. I will not lend or give specific staff or confidential materials to residents (e.g. master keys and rosters).
6. I will not drive any residents in the capacity of my RA position. I will not take residents swimming where there is not an on-duty lifeguard.
7. I must perform scheduled duty rounds and assist in facilitating fire drills and building operations tasks.
8. I will interpret, explain, enforce, and abide by all University and residence hall policies and procedures in an effort to educate residents on being a conscientious member of the community.
9. I will work to identify at-risk students. I will refer all resident and staff concerns to my supervisor or appropriate resources on campus.
10. I understand that I will be required to be on campus and will not be permitted to consume alcohol the night of the Winter Carnival All-Nighter. I also understand I am not allowed to take time away during Winter Carnival weekend.

I will serve as a role model while representing Residence Education and Housing Services appropriately.

1. I agree to serve as a positive role model and representative of Residence Education as well as Michigan Tech in all areas of campus life. I will exhibit appropriate role modeling when interacting with all Michigan Tech students.
2. I recognize that I must seek the approval of the Director of Residence Education before representing the department in the media.
3. I understand I must work cooperatively with other university departments.
4. I agree to assist in the recruitment and training of the overall Student Affairs student and professional staff (RA interest session, RA selection, etc.).
5. I will abide by the expectations laid out in the Residence Education Staff Substance Use Standards Agreement document.

I will communicate appropriately with supervisors, staff, and residents.

1. I will attend required meetings as set forth by my supervisor and Residence Education, 1:1s with the supervisor, all-staff meetings, and weekly staff meetings on Tuesdays from 9:00 PM - 10:30 PM.

2. I will submit accurate and timely paperwork and perform other administrative duties according to deadlines set by my supervisor.
3. I will provide feedback concerning living and learning in the residence halls.
4. I will communicate any building, staff, or resident concerns I have with my supervisor in a direct manner.
5. I must give notice to my supervisor at least one week in advance of any planned absences from the campus. Unusual exceptions (e.g., family emergencies, academic/professional development) may be granted after appropriate discussion with my supervisor.

YEAR OVERVIEW

1. Training for new RAs will begin at 8am on Thursday, August 7,, 2025. New RAs can move in on Sunday, August 3-6, 2025.
2. Training for returning RAs will begin at noon on Monday, August 11, 2025. Returning RAs can move in on Saturday, August 9-10, 2025.
3. I understand that I will be required to assist in all training requirements as established by the Director of Residence Education, including, but not limited to:
 - a. Residence Education Spring 2025 training session on April 8, 2025 from 7:30-9pm.
 - b. Fall Training and Orientation/Welcome Week.
 - c. All Residence Education Staff all-staff meetings in Fall 2025 and Spring 2026.
 - d. Spring Semester Training for new staff from Friday, January 2- Sunday, January 4, 2026 and returning staff training on Sunday, January 4, 2026.
4. I understand that only the Director of Residence Education may approve any early departure from the residence halls that happens before Sunday, April 26, 2026 at 4 PM.

BREAKS

1. My supervisor will coordinate and must approve any early or late arrivals/departures and reserves the right to make changes to dates and times in combination with a conversation with student staff members.
2. I may be asked to cover other houses of fellow staff members depending on their departure or return times.
3. I recognize that each building will require one RA per break to assist with rounds.
4. I am responsible for staying late or returning early for duty rounds for ***at least one of the bold italicized*** dates.
 - a. Thanksgiving Break
 - i. The majority of staff may leave on Friday, November 21, 2025 at 7:00 AM. One staff member from each staff must stay until ***7:00 AM on Saturday, November 22, 2025.***
 - ii. One staff member from each staff must return by ***6:00 PM on Saturday, November 29, 2025.*** All other staff members must return by 6:00 PM on Sunday, November 30, 2025.
 - b. Winter Break
 - i. The majority of staff may leave on Friday, December 12, 2025 at 7:00 AM. One staff member from each staff must stay until ***noon Saturday, December 13, 2025.***
 - ii. One staff member from each staff must return by ***6:00 PM on Saturday, January 3, 2026.*** All other staff members must return by 8:00 AM on Sunday, January 4, 2026.
 - c. Spring Break

- i. The majority of staff may leave on Friday, February 20, 2026 at 7:00 AM. One staff member from each staff must stay until **7:00 AM on Saturday, February 21, 2026.**
- ii. One staff member from each staff must return by **6:00 PM on Saturday, February 28, 2026.** All other staff members may return by 6:00 PM on Sunday, March 1, 2026.

QUALIFICATIONS

1. I must be a full-time student, with a maximum credit load of 16 undergraduate credits or 9 graduate credits per semester. Exceptions to this must be approved by the Director of Residence Education.
2. I must have a minimum cumulative and semester grade point average (GPA) of 2.50 at the time of application and maintain it throughout my time as a staff member. All hired RAs must have a 2.5 cumulative and semester GPA at the end of the semester preceding their appointment. Summer semesters do not count. **Anyone beginning their appointment in the Fall must have a cumulative and Spring GPA above 2.5.**
3. I must be free of any disciplinary sanctions imposed through Academic and Community Conduct at time of appointment and remain free during their appointment with Residence Education.
4. I must have completed a minimum of one semester of academic work at Michigan Tech.
5. I must currently live in a Michigan Tech residence hall or have one year of residence hall living experience.

REMUNERATION

1. I receive a single room and a 19-swipe meal plan in the residence halls. Meals will be provided during all training activities and break coverage.
2. I receive a membership to the Quad Core Fitness Center.
3. Residence Education will notify the Financial Aid Office of appointment. I am advised that the value of room and board earned as a staff member will be computed in the determination of need-based aid within my financial aid package. Need-based aid includes, but is not limited to, University Student Aid Grant, State grants, and Federal Subsidized loan eligibility.
4. The Director of Residence Education must approve in writing any increase in remuneration during the period of this agreement.

SPECIFIC TERMS OF APPOINTMENT

1. I recognize that RA appointments are made on a yearly basis and are subject to review at any time.
2. I understand that the RA position is limited to a three-year (or six Fall/Spring semester) term. After three years I may continue in a senior student staff position if selected.
3. I recognize my job and academic performance is under examination regularly and will be documented.
4. I understand that I cannot be an Orientation Team Leader, Desk Assistant, or serve as a member of WHSA, DHHC, MHA, HPA, EHC, IRHC, or Broomball Committee during my time as an RA.
5. I understand that non-adherence to any of the above statements may jeopardize my appointment as an RA and negatively impact the community at Michigan Tech.

I understand that student leadership roles in residence halls are not easily translated into hours per day of the week without a gross oversimplification of the nature of the primary work. However, I accept the terms of this agreement as reasonable and recognize my full opportunity to discuss what I feel are serious deviations of this agreement with my supervisor. I have read

the description of the position I was offered, accept the expectations listed, and agree to the stipulations outlined above. **Please note this job agreement is subject to change.**

As a result of engaging in the RA position, you will be able to apply a foundational knowledge of these skills:

- Peer support techniques
- Problem-solving (proactive) (assertive)
- Relationship building
- Self-care and boundary-setting
- Conflict mediation
- Identity and value development
- Growth mindset and internal locus of control
- Feedback delivery
- Leadership
- Mentorship
- Time management
- Communication
- Bystander intervention
- Conflict de-escalation