



## Fraternity & Sorority Life Resident Assistant Job Description (Fall 2023 – Spring 2024)

### Philosophy of the Fraternity and Sorority Life Resident Assistant Position

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The Fraternity and Sorority Life (FSL) Resident Assistant (RA) is an undergraduate student responsible for developing relationships with and among residents, and helping promote individual and chapter growth and development through the Chapter Residential Facility. They also work closely with other Fraternity and Sorority Life staff members to develop and maintain an atmosphere that promotes community through excellence in academics, inclusion, and personal development opportunities for students. It is expected that FSL RAs will be interested in the welfare of students, advancement of chapters, and in the success of TCU. As an employee of Fraternity and Sorority Life, each RA will support the TCU and FSL mission statements and adhere to, administer, and enforce policies and procedures as outlined in the **Code of Student Conduct/Student Handbook, FSL RA Code of Ethics, Campus Housing & Dining License, and Chapter Facility Agreement.**

### *Directed Goals and Expectations of the Fraternity and Sorority Life Resident Assistant Position*

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#### Appointment and Contract Period

- FSL RAs are employed for a 10-month period, beginning **at the end of July 2023** and ending **May 2024** and are expected to participate in all hall preparation including but not limited to all opening and closing procedures in their entirety.
- FSL RAs will attend and participate in staff meetings, on-call rotations, meetings with their Graduate Hall Directors (GHDs), regular staff trainings, development opportunities, and other events.
- FSL RAs will be an undergraduate student with at least at a sophomore standing and at least one full year of college experience.
- FSL RAs will be in good judicial standing with the University, Fraternity and Sorority Life, and Housing Residence Life.
- FSL RAs' student account will be in good standing. If a financial hold appears, the FSL RA will be contacted and given a deadline to resolve their account standing. Failure to resolve the hold may result in termination.
- FSL RAs will be in good standing (academic, financial, social, etc.) with their respective chapter.

#### Supervision

- FSL RAs will be on a community centered staff that serves multiple chapters and is overseen by two to three Graduate Hall Directors.
  - Graduate Hall Directors are graduate students who live in Worth Hills and provide support to on-campus residents. They serve as a guide, sharing their trained expertise with residents and student staff.
- FSL RAs will be employed in a hall based on individual staffing needs, and will receive consistent supervision through regular meetings and conversations from their Graduate Hall Directors.

#### Staff Requirements

- Attendance at all trainings is required for employment. Dates are subject to change. In extenuating circumstances, absences from training may be approved by the Associate Director of Fraternity and Sorority Life or their designee with advanced notice.
  - FSL RA Pre-Service: Sunday, April 2, 2023 – FSL RAs are required to attend orientation/onboarding for the 2023-2024 academic year.

- Fall 2023 Training: August 2023 – FSL RAs are expected to participate in all training and move-in responsibilities (Dates will be released at FSL RA Pre-Service.)
- Fall 2023 Closing: December 2023 – FSL RAs are expected to stay past graduation and be present for the entirety of closing. (Dates will be released at FSL Fall Training.)
- Spring 2024 Training: January 2024 – FSL RAs are expected to participate in all training and move-in responsibilities. (Dates will be released at FSL Fall Training.)
- Spring 2024 Closing and Move Out: May 2024 - RAs are expected to stay past graduation and be present for the entirety of building closing. (Dates will be released at Spring 2024 Training.)

### **Compensation**

- FSL RAs receive a designated single room in a chapter facility.
- FSL RAs receive assigned RA meal plan.
- FSL RAs will receive a monetary stipend for both fall and spring trainings.
- FSL RAs will receive a monetary stipend for cell phone usage each semester.
- The position is based on 15 hours of work a week.
  - TCU policy is that students may work 25 hours a week, so the opportunity to work additional 10 hours (work study preferred) in another position on campus is available (please note international students may only work 5 extra hours due to federal law for a max of 20 hours per week).

### **Academic Qualifications**

- FSL RAs must have at least a 2.75 cumulative GPA and be in good academic standing at time of application and through their term of employment.
- First semester FSL RAs may not take more than 15 credit hours of academic coursework.
- All exceptions to the academic qualifications must be submitted in writing to the Associate Director of Fraternity and Sorority Life or their designee for approval.

### **Time Commitments and Outside Involvement**

- To maintain balance in the FSL RA role and other involvement, time commitments exceeding 15 credit hours of coursework and 10 hours of extracurricular activities must be addressed with and approved by the supervising Graduate Hall Directors and the Assistant Director of Fraternity and Sorority Life. An agreement between the FSL RA and GHD will be reached on reasonable hours prior to fall training.
- The position is based on 15 hours of work a week. TCU policy is that students may work 25 hours a week, so the opportunity to work additional 10 hours at each hall office (work study preferred) or another position on campus is available (please note international students may only work 5 extra hours due to federal law).
- FSL RAs will live in their assigned building and be regularly accessible to staff and residents throughout the year.
- FSL RAs will participate in weekly one-on-ones, regular staff meetings, and regularly scheduled All RA meetings.
- FSL RAs will work two weekly office hours within the office of Fraternity and Sorority Life.
- FSL RAs will participate in the planning and execution of in-hall and community programs and serve on committees as needed.
- FSL RAs will participate in a duty rotation, including all University breaks and holidays, excluding Winter Break.
- FSL RAs may not hold the position of Chapter President during employment as a FSL RA. Extenuating circumstances may warrant an exception at the discretion of the Associate and Assistant Directors of Fraternity and Sorority Life.
- Any time away that is more 24 hours must be approved in advance by the Graduate Hall Directors. RAs are expected to be present on nights and weekends.
- The FSL RA will inform the Graduate Hall Directors when absent for any overnight period.

### **Studying Away & Applying for the Position of Chapter President**

- FSL RAs who choose to study away or apply for the Chapter President position within their fraternity or sorority must let Fraternity and Sorority Life know at least two months in advance allowing enough time to coordinate staffing for the next semester or year.
- FSL RAs who choose to study away can be placed back into the applicant pool, but pending hiring needs, are not guaranteed to be selected for the position in the semester they return.

*I have read and understand the terms of employment. As a staff member of Fraternity and Sorority Life, I have the responsibility to the students, chapters, the University and myself. My signature below indicates that I agree to uphold the University's, Fraternity and Sorority Life's and Housing and Residence Life's policies and philosophy.*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## FRATERNITY & SORORITY LIFE RESIDENT ASSISTANT JOB DESCRIPTION (FALL 2023 - SPRING 2024)

Under the general direction of the Graduate Hall Directors, the FSL RA supports Fraternity and Sorority Life in the development of a student life program within the chapter facilities. The specific responsibilities of the FSL RA position are divided into the following categories:

### **Interpersonal and Helping Skills**

FSL RAs will...

Create opportunities for the personal, social, and academic development of students

- Be regularly available to assist students
- Be active and visible within the chapter facility and the campus
- Plan and implement programs and activities
- Support chapter initiatives and activities
- Conduct regular community walk-throughs of all chapters on their staff

Demonstrate helping relationships with residents and members

- Get to know each student in their chapter facility as well as the other chapter facilities on their staff
- Create a welcoming environment in the chapter facilities
- Promote an atmosphere of trust, respect, and inclusiveness within the community
- Be approachable and utilize appropriate communication, both verbal and nonverbal

Define and identify student issues and initiate appropriate intervention:

- Identify personal, physical, emotional, and academic student issues and determine when, how, and where to refer with the support of the GHDs
- Be appropriately confidential
- Demonstrate effective conflict management skills

Demonstrate appropriate relationships and boundaries:

- Maintain appropriate relationships, and draw necessary boundaries with chapter residents, chapter members and other staff members
- Foster a culture of responsibility and hold peers and residents accountable

### **Community Development Skills**

FSL RAs will...

Role model constructive and positive behavior through personal, emotional, and social behavior and academic pursuits

- Abide by the FSL RA Code of Ethics and all University and Residence Hall policies
- Model an appreciation for diversity and inclusion

- Demonstrate ethical decision-making

Interact with students to create a positive group living environment

- Develop chapter, building, staff, and Worth Hills Village communities
- Work to foster connection among FSL residents and beyond, including but not limited to unhoused fraternity and sorority chapter members and residents of main campus residence halls
- Build a community that displays mutual respect and promotes consideration of individual needs

Identify and explain student concerns related to living on campus

- Report issues regarding resident wellness, policies, procedures, dining services, maintenance etc. to the GHDs, FSL staff, or other campus partners
- Policy violations should be appropriately documented and reported through the GHDs

Demonstrate knowledge of campus departments

- Maintain positive working relationships with FSL and other University faculty and staff members
- Utilize information regarding campus departments and make connections through information distribution, knowledge of resources, and referrals

Implement programming requirements as set forth by the department

- Work collaboratively with the hall staff(s) and GHDs to organize and implement comprehensive programming
- Complete all required program planning and evaluation materials
- Attend programs in the community and encourage residents to participate in and be supportive of in hall, community, and Worth Hills programs

### **Self-Responsibility Skills**

FSL RAs will...

Identify ways to and encourage support of fellow staff members

- Serve on and support the spirit of a larger staff model
- Facilitate positive working relationships among and across staffs
- Support programs, staff development activities, and encourage staff and students
- Assist in staff responsibilities i.e. check-ins/check-outs, duty rotations, safety checks, etc.

Demonstrate responsibility with staff privileges

- Maintain confidentiality and objectivity in all matters related to students and staff
- Comply with all key card access policies and procedures
- Ensure proper use of resources
- Discuss and gain approval for all major extra-curricular time commitments outside the FSL RA position; course load, campus job(s), outside employment and extra-curricular time commitments should not exceed 25 hours per week without departmental approval

### **Administrative Skills**

FSL RAs will...

Attend and participate in fall and spring trainings, opening and closing responsibilities, opening and closing meetings, health and safety checks, roster management, and other department initiatives

Attend weekly one on ones, regular staff meetings, monthly all FSL RA meetings, and complete any documentation or reports as required by the GHDs

Participate in all formal and informal staff evaluations

- Be constructively involved in the evaluation process
- Work with GHDs and staff to set goals for individual and team performance

Complete administrative duties and paperwork as needed

- Timely and accurate reporting of incidents, maintenance, housekeeping needs, fire alarms, health and safety checks, check-in/check-out procedures, medical or wellness concerns, security issues, inclement weather, programming forms, conversation logs, reimbursements, time away requests, etc.
- Submit Duty Logs, Master Card Lock Out Log according to the assigned timelines

Perform regularly scheduled duty and office hour shifts.

- FSL RAs are on rotating week-long duty segments as determined by FSL staff and the GHDs
- Duty includes, but is not limited to, performing multiple rounds of all male or female chapter facilities, managing crisis, addressing policy violations, working bus loading, responding to lock outs, and providing student/staff assistance as needed
- FSL RAs work approximately two hours per week within the Fraternity and Sorority Life office

Maintain an open line of communication with the GHDs through regular contact

- Maintain consistent communication including regular meetings (one on ones) with supervising GHDs to share job-related information, receive feedback, and develop job-related skills
- Respond to e-mails within 24 hours

Report maintenance problems in a timely fashion in order to maintain the physical condition of the chapter facilities. Provide timely follow-up on reported problems.

Actively participate in the recruitment and selection process for future hall staff for the following academic year.

Disseminate and collect information (posters, information from staff meetings, etc.) as requested in a timely fashion.

Strictly adhere to the lockout and access policies.

Perform other duties as assigned by the GHDs or FSL Staff within reason.

### **Policy and Crisis Management Skills**

FSL RAs will...

Respond to emergencies, crises, and other concerns related to student wellbeing

- Prioritize student safety and wellness and utilize critical thinking skills to address the concern(s)
- Determine and follow the appropriate protocol(s)

Address and report behavior that endangers the health and safety of residents, as well as behavior that results in damage to University property

- Identify and report behaviors that are inappropriate and/or in violation of University policies and procedures
- Confront the action in question
- Document any incident(s) within 24 hours

Report as essential staff during inclement weather days to assist with any residential or university needs as an FSL student staff member.