



**FrogJobs Number:** 00000  
**Department:** Housing and Residence Life  
**Position:** Lead Resident Assistant (LRA)  
**Start Date:** August 2023

**Duties and Essential Job Functions:**

- Serves as mentor and peer leader to Resident Assistant staff
- Supports Hall Director with Resident Assistant collateral assignments and administrative follow-up
- Tracks building programming and programming assessment for Hall Director supervisor
- Provides staff development opportunities for Resident Assistant Staff
- Responsible for duty scheduling with Resident Assistant Staff
- Provide leadership for a community of approximately 10-35 residents
- Know all assigned residents' names within the first 6 weeks of each academic semester
- Engage in monthly intentional KCE-centered conversations with residents, complete KCE guide, and KCE resident authorship requirements
- Work four "Knowing, Connecting, Empowering" (KCE) engagement desk hours a week
- Plan, coordinate, and attend programming for assigned residential community
- Participate in hall collaterals and complete collateral responsibilities
- Assist in mediating roommate conflicts and conflict resolution within the residential community
- Participate in the duty rotation throughout the academic year, including University breaks and holidays (Fall Break, Thanksgiving Break, Spring Break, Labor Day, Martin Luther King, Jr. Holiday, Good Friday)
- Complete weekly reports and all other administrative duties under the direction of their Hall Director
- Attend weekly staff meetings and individual meetings (1-on-1s) with their Hall Director
- Engage in formal and informal evaluations conducted by their Hall Director
- Participate in the recruitment and selection process for hall staff for the following academic year
- Attend and actively engage in all departmental training and development events
- Participate in all hall preparation (included but not limited to opening and closing procedures)

**Requirements:**

- Must be an enrolled undergraduate student at TCU during the application process
- Must maintain a 2.75 cumulative GPA and be in good academic standing
- Must be an undergraduate with at least a sophomore standing and one full year of college experience by August 2023
- Must be in good judicial standing with the University and the department of Housing and Residence Life
- Student account must be in good financial standing

**Preferred Skills:**

- Interpersonal and Helping Skills
- Critical Thinking Skills
- Equity & Inclusion Skills
- Leadership Skills
- Administrative Skills

**Remuneration:**

- The position is based on 15 hours of work a week
- Full room credit of single room based on availability in assigned residential area of responsibility
- Full meal plan credit for assigned staff meal plan
- Monetary stipend totaling \$1,200 dollars per academic year (Fall/Spring trainings, cell phone stipend, and semester stipends)