



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

Duties and Essential Job Functions:

- Provide leadership for a community of approximately 35-55 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 two "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 \$900 dollars per academic year (Fall/Spring trainings, cell phone stipend, and semester stipends)