Department: Housing and Residence Life

Position: Lead Resident Assistant (LRA)

Start Date: August 2027

Duties and Essential Job Functions:

- Serve as mentor and peer leader to Resident Assistant staff
- Support Hall Director with Resident Assistant collateral assignments and follow-up
- Track community experiences and assessments for Hall Director supervisor
- Provide consistent staff development opportunities for Resident Assistant staff
- Responsible for duty scheduling with Resident Assistant staff
- Work four (4) "Knowing, Connecting, Empowering" (KCE) engagement desk hours a week
- Provide leadership and consistent presence for a community of approximately 10-35 residents
- Know all assigned residents' names within the first four (4) weeks of each academic semester
- Engage in intentional, consistent KCE-centered relationship-building interactions with assigned residents (e.g. letter writing, door knocking, 1-on-1 resident meetings, Community Experiences, etc.)
- Plan, coordinate, and attend community experiences 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
- Complete weekly reports and all other administrative duties under the direction of their Hall Director (e.g. Duty Logs, KCE Weekly Reports, Community Experience Proposals and Assessments, etc.)
- 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 (e.g. opening and closing, community meetings, L.E.S.S. Drills, etc.)

Requirements:

- Must be an enrolled undergraduate student at TCU during the application process
- Must currently have a 2.75 cumulative GPA and be in good academic standing
- Must have one full year of college experience at TCU by the start date of the position
- 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
- Must be able to commit to one full academic year beginning August 2026 and ending in May 2027

Preferred Skills:

- Leadership
- Teamwork
- Critical Thinking
- Career & Self Development
- Communication
- Professionalism
- Care and Mutual Respect

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 $1,750 dollars per academic year