Resident Advisor Position Description

A Resident Advisor (RA) is a live-in student leader who works within a residential community to carry out the mission and values of Cornell University and Housing and Residential Life (HRL). RAs must be committed to enhancing the overall residential experience of students at Cornell University. RAs collaborate with Facility and Building Care Management staff, Community and Service Centers, and other Housing and Residential Life student leaders to provide resources and facilitate interactions that contribute to a positive living-learning environment for all members of the community – students, families, faculty, staff, and visitors.

RAs are REQUIRED to live in the community they are assigned to, therefore, the cost of the room is provided as a form of aid. RAs are asked to speak with Financial Aid office about how this may impact them. RAs are responsible for, but not limited to:

Serving as a community educator

- Develop and maintain ongoing relationships with residents
- Be visible and available to the community
- Communicate with and support all members of the community – facilities staff, service center staff, faculty, other residents, student leadership organizations, HRL staff – to foster a sense of community, ownership, and respect
- Serve as a liaison and advocate for resident needs and concerns to appropriate people
- Develop and implement a combination of social and educational programs based on the needs of the community
- Help students adjust to a new living situation
- Assess and address individual and group concerns among residents
- Take initiative to solve problems that may arise within the community
- Actively build and encourage relationships between persons of different identities and backgrounds
- Incorporate the Housing and Residential Life mission, values, and goals into the community’s functioning

Assisting in crisis support

- Provide on-call coverage for the community to respond to resident incidents and concerns
- Be available to listen, advise, and support residents with difficult situations while recognizing personal and positional limitations
- Be aware of signs of potential problems and work with co-RAs and Residence Hall Director or Area Coordinator to institute preventive and intervention measures
- Act as an initial contact, referral agent, and follow up for students in crisis
- Understand basic levels of counseling skills in order to help students
- Maintain an appropriate level of confidentiality

Upholding community standards

- Educate residents on policies and encourage them to hold each other accountable to these
- Enforce policies on behalf of the University and Housing and Residential Life
- Confront and report abuse of property and inappropriate behavior as defined by the complex community
standards, Residential Program’s House Rules, University Code of Conduct, and housing contract terms and conditions

- Document policy violations and initiate disciplinary process when appropriate
- Report and respond to bias incidents
- Maintain the respect for the physical environment of the complex
- Mediate conversations to resolve conflict between individuals or groups of residents

Completing administrative tasks

- Complete necessary paperwork – program planning and tracking, incident reports, community reports, weekly reports, maintenance requests, etc.
- Report appropriate information to RHD or AC
- Respond to all communication in a timely manner
- Conduct check-in and check-out procedures
- Provide office and team support as assigned
- Follow up with resident concerns and needs as necessary

Fostering personal, positional, and group development

- Participate in new experiences, challenge your personal values and attitudes, and accept feedback
- Assist others to learn and grow through challenge and support
- FULLY participate in all required training, in-services, and staff meetings (as outlined in RA contract)
- Maintain and continue to develop strong verbal and written communication
- Engage in constructive relationships, participate in group meetings and activities, and contribute positively to the residential team as a whole
- Contribute and support the RA team goals, HRL and RHD or AC expectations, and overall operation of the complex
- Actively participate in departmental evaluation processes

Supervision

RAs will receive direct supervision from a Residence Hall Director (RHD), Area Coordinator (AC) or Assistant Residence Hall Director (ARHD) to support the Housing and Residential Life mission, values, goals, and objectives. RAs will also receive indirect supervision from an Assistant Director of Housing and Residential Life. RAs are responsible for the above outlined position description, departmental and RHD or AC expectations, the leadership position description, complex specific community engagement plan, and additional duties as assigned by your RHD or AC.

Online application

The RA application will be made available on Wednesday, October 16th. You can locate the application by following this link Resident Advisor Application.

Information

Candidates – check out the Resident Advisor website which has detailed information about the position, application, and interview process

If you have further questions, please send your question(s) to raselection@cornell.edu