Pine Manor College
Office of Residence Life & Community Engagement
Resident Assistant Job Description

GENERAL
The Resident Assistant (RA) is a full-time sophomore, junior or senior who lives in one of the residence halls and serves as a peer advisor/counselor, resource and referral person, role model, advocate, authority figure, programmer, administrative assistant and group leader of 20-30 residents of that residence hall. The RA also assists with daily and emergency coverage, planning social and educational programs, assisting new students with their transition to Pine Manor College and administrative tasks associated with the operation of the entire Residence Life program. There are no established hours per week that the RA is required to work, but one should probably expect to spend about 30 hours per week involved with the position.

QUALIFICATIONS
The RA serves as a catalyst in the development of the Pine Manor College community and works directly with the concerns of students. The RA must have good judgment, a strong sense of responsibility, and an understanding of the needs of a diverse student population. The following conditions must be met to serve in the position:

1. The RA must be a full-time registered sophomore, junior or senior at Pine Manor College with a minimum of 2.2 grade point average.
2. All Resident Assistants must be in good academic, financial, employment and conduct standing at Pine Manor College.

ROLES/RESPONSIBILITIES
Abbreviated Description
- Participate in all RA Trainings
- Participate in and assist with all Orientation Activities
- Assist First Year students with the transition to Pine Manor College
- Meet and build rapport with each student of the RA’s assigned residence hall
- Participate in a Duty rotation
- Assist in the opening and closing of the residence halls at the beginning and end of semesters and during any College breaks
- Enforce College and residence hall policies
- Mediate resident conflicts
- Act as a liaison between students and staff
- Build community within the residence halls
- Plan and implement programs according to the Community and Residence Life programming model
- Participate in Health and Safety Checks
- Report maintenance concerns
- Participate in and assist with the Room Selection process
- Participate in major College events such as Community Day & Spring Fling
- Serve on one of the Residence Life Subcommittees (Orientation, Campus Activities, Community Council, Professional Development, etc.)
- General Office Duties
- Other responsibilities assigned

REMUNERATION
- All RA’s receive a free single room (approximately $6,100)
- The new RA receives a stipend of $800.00 for the academic year.
- The returning RA receives a stipend of $1,000.00 for the academic year.