

# Senior Resident Assistant Job Description

(Must be added to the RA job description)

**South Dakota State University  
Department of Residential Life**

## ***I. SUPERVISION OF RA STAFF PROGRAMMING: SRAs assume responsibility for direct supervision of RA staff in the area of programming.***

### **Responsibilities**

- SRA staff will oversee RA programming in their respective hall
- SRA with RHD will discuss how the centralized programming expectations will be explained and carried through with the staff, including personalized expectations
- The SRA will do the following:
  - ✓ Deliver programming expectations
  - ✓ Meet regularly with RA staff about programmatic efforts
  - ✓ SRA will be a resource for RA staff in the area of programming
  - ✓ SRA will oversee program report form completion and turning them in to the central office weekly
  - ✓ SRA will create a tracking mechanism to utilize with overseeing the RA staff programmatic efforts
  - ✓ SRA will keep the RHD informed
  - ✓ Provide feedback regularly and written feedback for RA formal evaluation in the fall and as needed in the spring semester

## ***II. LEADERSHIP: SRAs are influential role models to other RAs, hall government members, and residents. As such, they are held to a higher standard of behavior by RAs, government members, residents and the Department of Residential Life.***

**1) Staff Support:** Senior RAs support and mentor their RA peers, serving as role models of excellence in RA performance and taking the lead in building a staff atmosphere of cooperation.

### **Responsibilities**

- Report any staff concerns to the RHD.
- Assist the RHD in training/in-services for the RA staff.
- Be a resource for the RA staff regarding performance questions, programming ideas, staff relationship issues, etc.
- Act as a liaison between RAs and RHD when necessary.
- Demonstrate behavior which emulates the highest performance and ethical standards.

**2) RHD Support:** Perhaps nowhere is the increased responsibility, accountability and level of expectation for SRAs more obvious than it is here. SRAs are partners with the RHDs and department management staff, and expected to demonstrate loyalty to those individuals and department ideals over their RA peers.

### **Responsibilities**

- Assist RHD with administrative tasks as directed.
- Support and enforce the RHD's staff expectations. Hold staff accountable for those expectations.
- Meet regularly with the RHD to discuss staff, resident and building issues.
- Assist with preparation of the RA duty schedule.

**III. GOVERNMENT ADVISING:** Student governance is a critical component of community development and living. SRAs will assist the RHD in advising, training, and developing the Hall Government. In that case, responsibilities will be determined and documented by the RHD in this section.

**Responsibilities**

- SRA and RHD discussion and expectations will define responsibilities – it is up to each RHD/SRA team to define roles with the understanding that both will play an integral advising role with their hall government

**IV. COLLATERALS:** SRA staff will be an involved participant with the same collateral opportunities that the RHD staff have. Collateral opportunities will be discussed during SRA training; SRA staff will be involved in one major collateral area. The SRA will visit with their RHD about the collateral opportunities with decisions being made in a group setting.

**Responsibilities**

- Actively participate in collateral assignment meetings
- Follow through with tasks and projects
- Solid communication and team work

**V. JUDICIAL HEARING OFFICER:** SRA staff can adjudicate lower level alleged violations such as visitation, candles, halogen lamps, incense, electrical appliances, excessive messes, fire hazards, fire/life safety, pets, quiet hours, screens and windows, gambling, and damage.

**Responsibilities**

- Adjudicate alleged violations that are forwarded to you via the RHD
- Meet with residents regarding alleged violations
- Administrative follow through

**VI. CONTRACT:** This SRA job description/contract serves as an addendum to the RA job description/contract. Acceptance of the terms and conditions of the addendum implies acceptance of the terms and conditions of the RA job description.

I indicate with my signature that I have read and fully understand the terms and conditions of this contract.

\_\_\_\_\_  
Signature of SRA

Date\_\_\_\_\_

\_\_\_\_\_  
Signature of RHD

Date\_\_\_\_\_

\_\_\_\_\_  
Signature of Assistant Director for Student and Staff Development

Date\_\_\_\_\_