2027-2028 RESIDENT ADVISOR JOB DESCRIPTION

I. TITLE: Resident Advisor

II. FUNCTION: A Resident Advisor (RA) is a student hired to provide leadership and carry out the Residence Life mission on a part-time basis. RAs specifically engage students in personal development while promoting an inclusive, safe, and academically conducive environment for students who live in the Colorado School of Mines Residence Halls and Apartments.

III. QUALIFICATIONS: This position is open to all Mines students who:

1. Are in good academic standing with a cumulative grade point average of 2.5 or greater if an undergraduate student or 3.0 or greater if a graduate student.
   a. Have at least a 2.0 or greater semester GPA for undergraduates and a 3.0 for graduate students.
2. Will be registered at Mines as a full-time student for the 2027-2028 academic year.
3. Will be on campus during the entire academic year (Fall and Spring semesters).
4. Have attended Mines for at least one academic year by the start of the Fall 2027.
5. Will reside on-campus in their designated assignment.
6. Relate well to a wide variety of individuals and groups.
7. Manage time effectively and execute their responsibilities.
8. Demonstrate high levels of self-awareness and sensitivity to others.
9. Attend required training in the beginning of August 2027 and January 2028.
   a. Tentative training dates (anticipated dates below):
      i. Fall Training: Monday, August 9th, at 5:00PM through start of Fall classes.
      ii. Winter Training: Wednesday, January 5th at 8:00 AM through start of Spring classes.
10. Complete summer remote training.

IV. RESPONSIBILITIES:

Community Development

1. Be present and reasonably available to residents in the halls, whether on duty or not. For extended time away from halls, see the conditions of employment section below.
2. Create an inclusive and accepting environment in assigned community by encouraging respectful conversations around topics of diversity and social justice.
3. Know each resident in assigned community well enough to identify individual needs and concerns.
4. Provide individual residents with assistance through informal peer advising and making referrals to appropriate resources.

5. Provide leadership and mentoring to residents.
6. Provide information enabling residents to adjust to the campus community and benefit from the college experience.
7. Know when and how to refer residents to appropriate campus resources for academic and personal needs.
8. Promote resident self-responsibility and respect for individual rights.
9. Participate in the development of community programs, community building activities, resident 1:1s as a part of the Residential Learning Model.
10. Facilitate community meetings several times per semester to update residents on pertinent policies, processes, and behavior expectations.
11. Promote and support the Community Council and Campus Student Living Association (CLSA).
12. Ensure all Bulletin Boards are covered and update one bulletin board per month as part of RA educational passive programming requirements. Complete two door decorations per year.

Crisis Response

1. Participate in duty rotations for individual community staffs ensuring that each night is fully covered. Duty begins at 5PM and ends at 8AM weekdays. Additional coverage for the weekend and holidays is 24 hours. Duty consists of two rounds nightly in their assigned residential community.
2. Wear your assigned uniform (i.e., staff polo, community t-shirt, etc.) while on duty and in any Residence Life function or emergency.
3. Have a knowledge of Mines, its policies, regulations, and procedures.
4. Respond reasonably and calmly to emergencies or stressful situations.
5. Assist residents to accept responsibility for control of their behavior (i.e., quiet hours, alcohol consumption, and visitors) and physical maintenance of the community.
6. Confront and document violations of Mines Student Code of Conduct and Residence Life Handbook: Guide to Rights and Responsibilities when encountered. Follow up appropriately when necessary.
7. Carry assigned Mines on-call phone and answer all calls.
8. Support the facilitation of regularly scheduled fire drills.

Administrative

1. Conduct a minimum of three community meetings per semester – introductory, check-out, and pre-health and safety meetings – to ensure that residents are informed of policies, procedures and scheduled activities.
2. Conduct Health and Safety Inspection(s) per semester as directed by the Residence Life Coordinator.
3. Complete all paperwork as assigned and required by the Residence Life Coordinator in a timely and thorough manner.

4. Conduct check-in and check-out procedures in a timely manner, including the completion of room condition reports at the beginning and end of the academic year, and assessment of resident room/community damage charges.
5. Conduct room and public area inspections and ensure all necessary building repairs have been reported. Follow-up to verify their completion.
6. Staff required desk hours at assigned community on your assigned on-call night. Desk hours are from 6PM-8PM each night, including weekends.
7. Participate in programs and department initiatives that may require weekend or after-hour attendance.

Staff

1. Attend all required staff meetings/programs as assigned.
2. Attend regular 1:1 meeting with direct supervisor (i.e., semi-weekly for one hour or weekly for 30 minutes).
3. Attend monthly meetings with Mentor RA.
4. Maintain confidentiality of information while being sensitive to information which necessitates consultation with other Mines staff members.
5. Serve as a mandatory reporter and campus security authority for Mines.
6. Demonstrate overall leadership in applying the mission, vision, and values of Residence Life.
7. Collaborate with other members of the Residence Life staff in the performance of their duties.
8. Cover front desk hours in extenuating circumstances.
9. Work closely with and support the custodial and maintenance staff, Campus Dining Service staff, Mines PD, and other campus colleagues.

Other Duties as Assigned

1. Perform and follow through with any other appropriate task and/or responsibility as directed by a member of the Residence Life professional staff.

V. CONDITIONS OF EMPLOYMENT:

1. Actively participate in required trainings throughout the year. These trainings include summer remote training, Fall and Winter Training, ongoing training events, and staff meetings.
2. Report regularly to your supervisor.
3. Serve periodically as designated “on-call” staff member. Must be able to serve, including but not limited to, holidays, when classes are not in session (e.g., Fall Break, Thanksgiving Break, and Spring Break), weekends, and E-Days.
4. Participate in evaluation of job performance.
5. Generally, be on campus and available to residents when the residence halls and apartments are open and communicate with a supervisor when taking extended leave of absence from the community (e.g., more than three consecutive days).

6. RAs can expect to stay longer and return earlier from school breaks to prepare to (re)open communities.
7. Resident Advisors are expected to give priority to their job responsibilities over extracurricular activities and other employment. (RA must communicate with their supervisor all extracurricular activities, other employment, and academic internships).
8. Resident Advisors are not able to serve as Oredigger Camp Counselors due to the time conflicts with fall training, move-in, and Helluva Welcome on-campus responsibilities.
9. Due to the significant time commitment of the RA role, Residence Life recommends a maximum of 10 hours per week (including travel time) of additional employment.
10. It is recommended that class registration is limited to no more than 18 hours of credit per semester while employed as a Resident Advisor. Taking course loads greater than 18 hours should be discussed with a supervisor in advance to the start of the semester.

VI. TERM OF EMPLOYMENT: 2027-2028 Academic Year

1. Contract start date for all communities: August 9th, 2027, at 8:00 PM
2. Contract end dates:
    a. First-Year Communities (Traditional Halls, Maple Hall, Weaver Hall, Elm Hall and Spruce Hall): May 15th, 2028 at 5:00 PM
    b. Second- Year Communities (1750 Jackson Street Apartments and Building 7): May 15th, 2028 at 5:00 PM
    c. The Village at Mines Park Apartments: May 19th, 2028, at 5:00 PM

VII. REMUNERATION: Resident Advisors receive a stipend of $200 per month, plus room and a chosen Residence Life student staff meal plan. This compensation includes assigned training work over the summer.

PLEASE NOTE: This position may affect the amount of financial aid you receive. Consult the Financial Aid Office to determine the impact on your financial aid if you have questions.