RESPONSIBILITIES

The Senior Resident Assistant (SRA) will:

- Develop and implement a ‘peer-mentoring’ program/network that pairs up returning student staff with new student staff (i.e.: buddy system) if necessary.
- SRA will serve as a mentor and role model for student staff throughout the academic year.
- SRA is responsible for conveying Departmental expectations and Quad-based norms.
- SRA will need to exhibit both leadership and teamwork in order to maintain a cohesive staff.
- Assist the Resident Directors with creating and hosting 2 staff development activities a semester (i.e.: bowling night, movie night, end-of-the-year social, etc.).
- Conduct two (2) meetings per semester with student staff (four per year) to seek constructive feedback on campus-wide, Departmental, and Quad-specific concerns.
- Mentor new student staff members throughout the fall semester so as to better orient them to Departmental expectations and Quad-based norms.
- Edit and publish a monthly newsletter/handout for the Quad staff highlighting staff accomplishments, upcoming programs and initiatives, as well as further contributing to the student staff’s professional development (i.e.: resume writing, interviewing skills, etiquette, etc.). This document may vary per quad.
- Participate as a member of the Departmental ‘Advisory Board,’ meeting with the Director of Residential Life to share prevailing opinions and views for the betterment of the Department and our student’s residential experience.
- Manage the reservation of all recreation spaces on the quad (i.e. Penthouse, Courtyard, Lounges, Basements, Game Room, etc…) and maintain a calendar of said events.
- Assist in creating and publishing the RA duty calendar for the Fall and Spring semesters based on the individual schedules of each student staff member.
- Supervise all duty swaps amongst the RA’s. Develop and keep in stock duty swap sheets and update the duty calendar on a regular basis.
- Assist in promoting Quad-Based social media including but not limited to the Facebook page, Twitter and Instagram accounts. All accounts should be updated frequently with pertinent information pertaining to their quad.
- SRA will be required to take lead roles on all major programs on the quad i.e. Clash of the Quads, Block Party, etc…
- SRA will be asked to attend professional meetings as needed and when appropriate.
- Additional duties may include but are not limited to administrative and operational functions, programming, student advisement, safety-related enhancements, continuing student housing sign-up, staff training, and staff selection processes.
- Other duties as deemed appropriate and assigned by the Quadrangle Coordinator.
PRESENCE

The SRA should be a noticeable presence on the Quad and in the campus community and should role model behaviors expected of a Residential Life staff member. The SRA should be readily accessible to his/her Quad staff for consultation, assistance, and guidance.

DUTY

The SRA continue to have duty responsibilities on the quad. SRA may have a reduced number of duties than their RA colleagues, however, they will be expected to take duty on any days deemed particularly troublesome by the pro-staff (Halloween, Parkfest, 4/20, Homecoming, etc…).

REPORTING RELATIONSHIP

The SRA reports to the Quadrangle Coordinator (QC) and meets with the QC bi-weekly to share observations, ideas, and directions for future development of the Quad staff. The SRA will also report issues during professional staff meetings and consult with professional staff as issues arise.

REMUNERATION

The SRA will receive a superior room waiver and $1,000 per semester.