### Work Study Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Resident Hall Assistant</th>
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<tbody>
<tr>
<td>Department Name</td>
<td>Housing</td>
</tr>
<tr>
<td>Job Location</td>
<td>Various dorms</td>
</tr>
<tr>
<td>Minimum Pay Rate</td>
<td>$8.00/hour</td>
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<tr>
<td>Employment Period</td>
<td>September-May</td>
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<tr>
<td>Hours per Week</td>
<td>4-8</td>
</tr>
<tr>
<td>Contact Supervisor</td>
<td>Jenna Brehm</td>
</tr>
<tr>
<td>Phone Number</td>
<td>701-252-3467 x 5453</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:Jenna.brehm@uj.edu">Jenna.brehm@uj.edu</a></td>
</tr>
<tr>
<td>Box Number</td>
<td>6047</td>
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#### Duties and Responsibilities

**RESPONSIBILITIES**
- Must attend all training sessions
- Must remain in good academic standing
- Must serve as role model for the rest of the student body
- Must abide by all college policies as provided in the student handbook
- Must abide by all general law enforcement policies
- Must attend all residence life meetings
- Help coordinate programming in the residence hall
- Must facilitate communication and a sense of community within the residence hall
- Must work as a productive member of the residence life team in order to make the residence halls a safe and comfortable place for the residents
- Must enforce policies and procedures provided in the student handbook
- Must be willing to take duty hours to fulfill compensation requirements
- Must be willing to take on other duties as assigned by the residence life staff
- Must be CPR certified (training provided by the Office of Student Life)
- Expected to adhere and sign upon employment, the Residence Life Values and Ethics Statement and Employment contract

**DUTIES**
- Resident Assistant hours will include on night/week for a two hour shift, weekend duty (two, three hour shifts), programming (see programming requirements below), staff meetings, training, and additional duties as assigned by the Resident Director.
- Programming requirements include:
  - Kroeze Resident Assistant: Coordinating programming Fridays and Saturdays that you are on duty and planning and implementing one major programming event per year.
  - Watson Resident Assistant: Coordinating programming Fridays and Saturdays that you are on duty and planning and implementing one major programming event per semester.
  - Prentice, Seibold, and Wilson/Nierling Resident Assistant: Plan and implement one major programming event per semester.

#### Minimum Qualifications
- Cumulative GPA must be a 2.5 or higher
- Must be a sophomore credit wise or higher
- Must demonstrate excellent leadership, social, and academic skills
- Must not have been found in violation of the student conduct code for the previous academic year and must remain in good social standing

#### Work Study Classification
- Federal

Revised 7/11/2014