

Residence Life

SEEDs Resident Assistant Position Description



POSITION SUMMARY

The Students Educating and Embracing Diversity (SEEDs) position is a significant leadership opportunity in Residence Life, providing an instrumental support to residence hall leaders, student staff and the Hall Director. This position is also aimed at providing additional personal growth and professional development for individuals who wish to take on additional responsibility beyond that of fulfilling the role of a Resident Assistant. SEEDs work collaboratively with their Hall Director, Assistant Hall Director, student staff team, and advisors to prioritize specific responsibilities listed in this position description as well as any tailored responsibilities designed with the Hall Director and advisors. The following position description is an integration of the RA PD and SEEDs PD.

SEEDs MISSION STATEMENT

SEEDs are student peer educators that have a passion for social justice and inclusion. Through collaboration, SEEDs create educational workshops, presentations, and programs focused on social justice, diversity, inclusion, and acceptance. These efforts strive to build a sense of community and belonging by increasing empathy, understanding, and awareness of social identities & structures grounded in real-life experiences at UW-La Crosse. SEEDs will assist in creating an inclusive, safer environment where all students, staff, and faculty can bring their intersecting identities to UWL's campus and surrounding community.

JOB RESPONSIBILITIES

- (1) General Student Staff Responsibilities
- (2) Training and Development
- (3) Community Development
- (4) Maintain Safety and Security
- (5) Team Collaboration and Support
- (6) Administration Responsibilities

(1) General Student Staff Responsibilities

- a) Uphold the standards outlined in the Student Staff Contract.
- b) Be familiar with and understand the Mission and Guiding Principles of Residence Life.
- c) Actively engage with and participate in campus activities surrounding social justice, equity, and inclusion. Consider how to fulfill student staff expectations through a lens of cultural humility.
- d) Know, understand, and be prepared to reference resource materials available to you in your position, specifically the Student Staff Manual SharePoint Site.
- e) Maintain a professional manner and positive attitude while serving as a University employee and representative of Residence Life both on and off campus.
- f) Be present in your respective residence hall most nights of each week and be available to residents.
- g) Facilitate open and honest communication among all students, student staff and professional staff.
- h) Problem solve and use critical thinking to find solutions to issues in your position.
- i) Participate in student staff orientation, online learning modules, and departmental trainings throughout the year.
- j) First Year Staff - Enroll and fulfill the requirements of the EFN 222 class.
- k) Assist in additional responsibilities as defined by the Hall Director (HD), Assistant Hall Director (AHD) and/or the professional staff Residence Life.

(2) Training and Development

- a) Engage in presentations with Campus Climate Program Coordinator and Residence Life Student Engagement Coordinator, when appropriate
- b) Take initiative to provide social justice education and advocacy for the benefit of the UWL campus community
- c) Collaborate with all SEEDs to develop future workshops, events, presentations around issues of social justice (included, but not limited to: racism, sexism, homophobia, classism, ableism, Islamophobia, transphobia, sizeism, etc.)
- d) Collaborate with campus and community partners to strengthen and provide resources for outreach efforts
- e) Engage with and provide support for student staff training and ongoing in-hall training efforts
- f) Hold ongoing dialogue with professional and student staff about what the needs of your hall are.

(3) Community Development

- a) Establish fulfilling relationships with students in your community.
 - Invest in each resident.
 - Be available daily to meet and socialize with residents.
 - Spend time informally visiting your residents each week.
- b) Implement community development model within the residence hall as outlined by the Hall Director.
- c) Help students adjust to college and get to know their floor members and residence hall community.
- d) Hold periodic community meetings regarding initial building orientation, university breaks and year end closing, as well as community initiatives and issues.
- e) Assist residents in maintaining a positive roommate relationship and mediate roommate conflicts as necessary.
- f) Help residents understand their individual role and responsibilities as a member of the community.
- g) Provide support for leadership initiatives.
- h) Disseminate knowledge to assist students with successfully navigating campus resources.
- i) Promote educational opportunities that focus on awareness of cultural differences, self-assessment of personal bias, and desirable behavior within the community.
- j) Assist students in understanding differences and social justice issues.
- k) Work with student staff, hall leaders, and campus entities to create events and interactions aimed at meeting resident needs.
- l) Support departmental and campus activities through encouraging resident participation and collaborating with other campus offices and organizations.
- m) Hold regular office hours in the lobby of your hall to encourage dialogue with your hall community.

(4) Maintain Safety and Security

- a) Role model cleanliness and respect for the physical environment of the community including bathrooms, common areas, and personal room.
- b) Work to maintain a safe and clean living environment.
- c) Support, collaborate with, and explain the role of Housekeeping Staff (including Assistant Housekeepers) in maintaining the cleanliness of the community.
- d) Report work requests and facility issues with housekeeping, maintenance staff, and Hall Director in a timely manner.
- e) Know and understand the rationale for policies and procedures and be able to communicate them effectively to residents.
- f) Abide by, support, and participate in the implementation and enforcement of policies.
- g) Be prepared to implement emergency procedures and assist in maintaining order in emergency situations, including fire alarm evacuation, police presence, and emergency medical personnel.
- h) Inform professional staff of situations with individuals in your community (such as issues, behavioral changes, unknown whereabouts of residents, etc.) through written communication, informational meetings, 1-1's, incident reports, and/or staff meetings.
- i) Respond to incidents of hate/bias using the departmental protocol while using an ethic of care for all impacted students.
- j) Know and utilize basic helping skills to assist students with personal concerns, using referral guidelines when necessary.
- k) Maintain appropriate use of building keys according to the "Staff Key Agreement and Record."
- l) Student staff are expected to always respond to situations which require attention in any residence hall, regardless of whether they are on duty or not.
 - Participate in special assignments or fill in when needed

(5) Team Collaboration and Support

- a) Develop and cultivate an understanding of the various working styles, Strengths, and personalities of your teammates to maximize effectiveness and productivity.
- b) Be open to developing an understanding of the intersecting identities on your team. Participate in discussions surrounding social justice and inclusion with a desire to learn.
- c) Collaborate with student and professional staff in ongoing social justice/professional development trainings.
- d) Develop a working relationship with your Hall Director, Assistant Hall Director, Housekeeper(s) and Residence Life Leadership Team.
- e) Work with, support, and be able to explain the role of the Desk Coordinator and the Desk Assistants in the completion of their duties.
- f) Engage in team development opportunities, including expected participation in fall training.

(6) Administrative Responsibilities

- a) Attend and actively participate in weekly meetings called by advisors and the Lead SEED
- b) Establish and maintain regular communication with advisors and the Lead SEED
- c) Develop, maintain, and update materials for outreach opportunities within the university setting
- d) Complete SEED Activity Submission forms and aid in additional assessment efforts
- e) Attend and participate in all meetings called by professional staff.
- f) Be punctual and timely with assigned tasks and responsibilities.
- g) Assist in opening and closing the residence hall for the academic year and university breaks. This may include staying late and/or arriving early, as needed.
- h) Assist the Hall Director in occupancy management including room changes and the logistics of extended housing.
- i) Demonstrate effective stewardship and use of resources (financial, human, and material).
- j) Support and participate in the evaluation of Residence Life Staff and program.
- k) Complete responsibilities for administrative tasks as assigned by professional staff.