POSING SUMMARY

The Resident Assistant for SJI and Core Team is an integral component to the success of Residence Life. The RA for SJI and Core Team has an enormous opportunity and responsibility to enhance the experience our students have living on campus and attending UW – La Crosse. The RA for SJI and Core Team is primarily responsible for students living in their residence hall and will plan and support, Resident Assistants and residents, in developing SJI events and education. They will also advise the CORE Team in the residence hall, to enhance collaboration of student-centered leadership and event planning. The RA for SJI and Core Team works to develop living environments to enhance the academic mission of UWL through creating inclusive communities, supporting experiential learning, and building meaningful relationships.

JOB RESPONSIBILITIES

(1) General Student Staff Responsibilities
(2) Social Justice and Inclusion
(3) Leadership Development and Advising
(4) Community Development
(5) Student Conduct and Well Being
(6) Team Collaboration and Support
(7) Administration Responsibilities

(1) General Student Staff Responsibilities
a) Uphold the standards outlined in the Student Staff Employment Agreement which you signed in accepting this position.
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 through training.
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 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, fall training, 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 Professional Staff in Residence Life.

(2) Social Justice and Inclusion
a) Implement structure for their staff team to create social justice, inclusion and identity development events, initiatives, and conversations for residents within their residence hall.
b) Facilitate dialogue in staff team meetings around social justice and identity development. Create a system for everyone on staff to facilitate, allowing for practice in preparation for leading these activities with residents.
c) Assist with promoting Residence Life departmental initiatives and high impact practices involving social justice and inclusion including:
   a. Promoting MBLTACC, the White Privilege Conference, and the Civil Rights Pilgrimage with the goal of having delegations of residence hall students attend.
   b. Support our relationship with the Anti-defamation league; attending trainings and assisting with new initiatives.
d) Collaborate (liaison) with campus partners in the Center for Transformation Justice and Division of Diversity and Inclusion to share resources, information and opportunities to students living in the residence halls.
e) Track all social justice and inclusion events and initiatives within assigned residence hall.

(3) Leadership Development and Advising
a) Serve as primary advisor to an in-hall student leadership group known as Core Team.
b) Market and recruit Core Team to residence hall students.
c) Implement orientation and training of core leaders ensuring students of all identities are able to find success in this leadership role.
d) Convene and advise weekly Core Team meetings and create opportunities for leadership and team development with the core leader team.
e) Conduct periodic individual meetings with members of the Core Team.
f) Disseminate knowledge of campus resources, policies and procedures to students to assist with their initiatives.
g) Assist Core Leaders in organizing and implementing events for students in the residence hall and for all on-campus students.
h) Support additional student leadership development initiatives in Residence Life.

(4) Community Development
a) Staff the Residence Hall Front Desk during open hours of operation:
   - Contribute to the atmosphere of the front desk and lobby; creating a positive impression for residents and guests; that helps shape community and relationships in the building.
   - Engage with each person that comes through the lobby. Be a resource to students; as well as maintain safety and security as issues arise.
   - Ensure systems of service at the Front Desk are delivered in an organized, efficient, and effective manner.
b) Implement a community development model within the residence hall as outlined by Residence Life Professional Staff.
c) Collaborate with campus entities in developing residence hall initiatives.

(4) Student Conduct and Well Being
a) In concert with Professional Staff, provide direction and accountability to student staff for the enforcement and proper documentation of Residence Life policies.
b) Maintain responsibility for reporting mental health and student safety concerns to supervisor.
c) Report and respond to incidents of hate/bias while using an ethic of care for all impacted students.
d) Respond to emergencies and crisis situations providing support and resources to students.
e) Participate in hall duty rotation with Resident Assistants.

(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) Develop a working relationship with your supervisor(s), Custodians, and Residence Life Leadership Team.
d) Engage in team development opportunities.

(6) Administrative Responsibilities
a) Attend and participate in all meetings called by Residence Life Professional Staff.
b) Be punctual and timely with assigned tasks and responsibilities.
c) 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.
d) Assist Residence Life Professional Staff in occupancy management including room change logistics.
e) Demonstrate effective stewardship and use of resources (financial, human, and material).
f) Support and participate in the evaluation of Residence Life Staff and department.
g) Complete responsibilities for administrative tasks as assigned by Residence Life Professional Staff.