

## **Job Title: Senior Resident Advisor for Housing & Residence Life**

Location: Notre Dame of Maryland University

Compensation: Free single room, meals based on utilization, and \$1,000 stipend

Reports to: Colette Pierce, Director of Housing and Residence Life & Graduate Resident Coordinator

Available Positions: 3

### **Job Summary:**

The Senior Resident Advisor (SRA) is a student staff member within Housing and Residence Life who plays a critical role in creating a safe, inclusive, and engaged living environment for residents. The SRA is responsible for the development and implementation of programs and activities that support the academic, personal, and social growth of residents. Additionally, the SRA is responsible for maintaining a secure and well-maintained living environment, resolving conflicts, and enforcing housing policies.

### **Responsibilities:**

- Develop and implement programs and activities that promote a positive and inclusive community environment
- Assist in the opening and closing of the residence halls
- Submit maintenance request on behalf of residents
- Provide support, mentorship, and guidance to residents
- Respond to emergency situations
- Enforce housing policies
- Mediate roommate conflicts and other community issues
- Maintain a secure living environment by conducting room checks and responding to incidents in the residence halls
- Collaborate with other RAs and professional staff members to ensure the overall success of the residence community
- Participate in bi-weekly departmental meetings
- Attend mandatory 2 weeklong professional development held prior to the beginning of the Fall semester
- Attend mandatory 1 weeklong professional development held prior to the beginning of the Spring Semester
- Meet 1:1 with the Director of Housing and Residence Life as assigned
- Serve in “Professional on Duty” on-call and duty rotation (including winter and holiday breaks)
- Manage Key Inventory
- Manage Residence Life Social Media
- Manage Housing and Facilities Requests
- Assist in facilitating training
- Perform other duties as assigned

**Requirements:**

- Must be enrolled as a full-time student at the university
- Prior experience in community development and conflict resolution within the office of Housing and Residence Life
- Effective communication and interpersonal skills
- Ability to work well in a team environment
- Ability to multitask and prioritize effectively
- Ability to work evenings and weekends, as needed
- Maintain a GPA of at least 2.50

**Disclaimer:** This is a yearlong position with hiring taking place on an annual basis.

Compensation is reviewed each year, based on budget assessment, and is not guaranteed from one year to the next. The contents in this description may change. Please review your contract if offered one for final details.