SJSU | UNIVERSITY HOUSING SERVICES

# Resident Advisor (RA)

## APPOINTMENT COMPENSATION

Compensation is provided as room and board for the duration of the appointment and includes a single-occupancy room or single bedroom within a shared apartment, along with a Partial Residential Meal Plan. Specific details regarding appointment compensation are outlined below:

- **Housing Assignment:** RAs receive one bed space in University Housing as part of their compensation.
  - Rooms are available only during periods when University Housing is open. Housing may not be provided during winter break when facilities are closed. RAs scheduled for duty coverage during these periods may be permitted to remain in housing. Specific opening and closing dates are outlined in the Housing License Agreement.
  - RAs are assigned to a room without a roommate; however, single-room occupancy is not guaranteed for the duration of the appointment. University Housing may modify the occupancy configuration of an assigned room when necessary to respond to housing availability, operational needs, or unforeseen circumstances.
  - **Holiday Duty:** Individuals assigned to duty during campus closure will receive:
    - Access to a single-occupancy room for the duration of the duty period.
    - Partial meal support when the dining commons are closed and you have an assigned duty shift.
- **Partial Residential Meal Plan:** The meal plan is meant to assist the RA's living experience and community engagement with residents and the Residential Life team. It is not designed to cover every meal for the year, RAs may add additional swipes or dollars via Spartan Eats at their discretion.
  - Includes 100 meals and $1,000 dining dollars per semester.
- **Priority Registration:** Priority registration is provided to allow RAs to adjust their academic schedule as needed to attend required RA position meetings on Wednesdays **3:00 PM - 5:00 PM**.
- **Financial Aid Reporting:** The estimated total value of the appointment compensation is **$15,541,** and is reported to the Financial Aid Office as an award from UHS and will be considered by SJSU regarding any Financial Aid awards. Any departure from the RA role (resignation or release) will be reported to Financial Aid to have award eligibility adjusted.

## STATEMENT OF INCLUSION

Residential Life Student Leaders will seek to understand and affirm all identities they serve to develop a culture where individuals challenge assumptions respectfully and engage in open discourse. Through a representative staff and equitable policies, they will continue to serve the evolving needs of diverse communities.

## STATEMENT OF ETHICAL STANDARDS

In the acceptance of this student leadership appointment, student leaders devote themselves to exercising a high standard of ethical conduct in their actions both on campus and in the off-campus community. These standards include, but are not limited to, the UHS Housing License Agreement, SJSU Student Code of Conduct, departmental student leader expectations, and all state and federal laws.

## SUMMARY OF POSITION

The Resident Advisor (RA) fosters a safe, inclusive, and developmental residential community that enhances the educational experience of students of all identities through the Residential Curriculum. RAs serve as educators,

community builders, and student leaders by developing and implementing programs and educational experiences, building meaningful relationships with residents, facilitating community engagement, and supporting residents' personal and academic development. Through one-on-one conversations, community building, building and community walkthroughs, and incident and crisis response, RAs help create a supportive living-learning environment where residents feel connected, engaged, and empowered to thrive.

**Time Commitment:** The RA position requires an estimated average commitment of 15–20 hours per week, with the time commitment varying throughout the year based on operational needs.

## QUALIFICATIONS

You must meet and maintain the following qualifications, or you will not be eligible for an interview or position appointment:

- As the appointment is for the full academic year, appointees graduating Fall 2027 are not eligible.
- **GPA:** Semester GPA of 2.5 and cumulative GPA of 2.5.
  - Falling below a 2.5 GPA may result in loss of active appointment and/or loss of eligibility for subsequent appointment the following semester.
- Be considered matriculated (enrolled in a degree-seeking program at SJSU).
- **Undergraduate status:** Minimum 12 units (no more than 18 per semester during appointment).*
- **Graduate status:** Minimum 6 units (no more than 9 per semester during appointment).*
- **Good conduct standing:** Must not be on housing probation, SJSU probation, or disciplinary probation at the time of application or appointment, and must maintain good conduct standing throughout the appointment period.
- Returning applicants must not be on performance-based probation at the time of offer to remain eligible for reappointment. Reappointment offers may be rescinded if performance concerns arise.

**Majors such as nursing or animation may qualify for lower unit requirement exceptions based on departmental requirements. Staff must carry the minimum requirements at all times and must notify their supervisor immediately if they drop below the minimum units. Regardless of undergraduate or graduate status, an individual must maintain 6 units per semester to be eligible for appointment.*

## TERMS OF POSITION

**Appointment:** July 30, 2027 - May 30, 2028

- **Training Attendance:** Participation in Student Staff Training is a mandatory, non-negotiable component of this position - there is no exemption. Candidates unable to attend training will be removed from the RA role.
  - On-site for Fall Training/Move-in support from August 2, 2027 - August 17, 2027
  - On-site for Spring Training approximately 2 weeks before the start of spring semester.
- **Background Check Clearance:** Student leaders appointed to positions within University Housing must successfully complete and clear an Accurate background check. This requirement is based on the nature of the position and the access student leaders have to residential facilities, student information, and other sensitive or confidential information.

### Additional Involvement

Appointees may hold only one (1) student leader position within University Housing Services. If offered more than one student leadership role, the appointee must choose which position they wish to accept.

In efforts to support the time commitment of these positions, the following student leadership positions are not able to be held while in the RA role: Orientation Leader, Conference Assistant, Associated Student Government Board of Directors, Student Athletics, Pledge Educator, New Member Orientation Lead, and/or President/Vice President of Student Organizations.

**Outside Commitments:** Appointees may participate in outside commitments, including student organizations, on- or off-campus employment, internships, and other activities. All outside commitments must be disclosed to and formally reported to the appointee's assigned supervisor(s) to ensure they do not interfere with the responsibilities and requirements of the position. Failure to properly report outside commitments may result in removal from the position.

## RESPONSIBILITIES*

RA position responsibilities should take precedence over other positions, student leadership roles, extracurricular commitments, etc.

### Community Engagement & Program Development

- Plan, implement, and engage residents in programs and initiatives that support the Residential Curriculum and community needs, including RA-developed programs and department-wide initiatives developed by Residential Life (First 6 Weeks Experience program, RLC hosted events, etc.).
- Facilitate resident participation in campus events and opportunities (e.g., Spartan Speaker Series, athletic events, etc.).
- Facilitate floor or suite meetings to establish community agreements that foster an affirming, inclusive environment built on mutual accountability and respect.
- Refer residents to appropriate academic and career resources and campus services (e.g., Study Hub, academic advising, major and course selection support, tutoring, and resume assistance).
- Regularly check in with residents to understand their experiences, offer support, and connect them with appropriate resources.

### Community Support & Crisis Response

- Serve on-duty during the full appointment term, including weekends, holidays, and academic breaks, as scheduled by University Housing Services. RAs assigned to communities that remain open during Winter Break are expected to participate in the on-duty structure and provide support to residents during the break period.
- Respond to resident concerns, emergencies, and incidents while on duty, providing community support and following established Residential Life response protocols.
- Maintain an active, visible, and approachable presence within the community while serving on-duty to promote safety, support residents, and respond to community needs. RAs may also be assigned additional tasks during their scheduled on-duty shifts.
- Uphold University Housing Services and university policies by addressing policy violations and behavioral concerns in an educational, respectful, and consistent manner.
- Facilitate roommate agreements and support residents in addressing and resolving roommate conflicts to promote respectful and effective living arrangements.
- Respond appropriately to and report Title IX, Clery, safety, and other reportable concerns in accordance with applicable requirements. Fulfill responsibilities as a responsible employee and mandated reporter and complete required reports and documentation.

- Monitor community facilities and submit maintenance, custodial, or other appropriate work orders when concerns are identified.
- Respect resident privacy and maintain appropriate professional boundaries when handling resident concerns, incidents, and personal information, while following all applicable university reporting and information-sharing requirements.

### Community Belonging

- Build relationships with residents that foster trust, connection, belonging, and a sense of community.
- Respond appropriately to disrespectful, discriminatory, derogatory, or non-inclusive behaviors, comments, communications, or written content within the residential community.
- Engage residents across diverse identities, backgrounds, experiences, and perspectives by creating inclusive opportunities for connection, participation, and community building.
- Connect residents with campus and community resources, programs, and partners that support diverse identities, experiences, and communities.
- Follow all applicable University Housing Services reporting obligations and protocols when concerns involving resident safety, discrimination, harassment, or other policy violations are disclosed or identified.

### Professional Development & Departmental Involvement

- Demonstrate professionalism, integrity, honesty, and respect in all interactions with UHS staff, residents, campus partners, and members of the broader community, both on and off campus.
- Be knowledgeable about departmental information, procedures, and resources.
- Read and monitor communications from University Housing Services, Residential Life, and your supervisor, and take appropriate action on information, requests, and deadlines communicated through these channels.
- Participate in required RA team meetings, trainings, and departmental events. Wednesdays from 3:00 PM to 5:00 PM are reserved for student leadership meetings, training, and events.
- Participate in regular one-on-one meetings with your supervisor to discuss position responsibilities, community needs, performance, professional development, and questions or concerns related to the role. Additional meetings may be required to address time-sensitive, significant, or important matters related to the position, performance, conduct, or residential community.
- Participate in and support large-scale University Housing Services and campus operations and initiatives throughout the academic year. Responsibilities may include, but are not limited to, Student Leader Training, Fall Move-In, Winter Closing, Move-Out, Room Swap, Admitted Spartans Day, Weeks of Welcome, Convocation, Recruitment, Fall Preview Day, and other department-wide initiatives.
- Collaborate effectively with fellow RAs, professional staff, student leaders, and campus partners to strengthen community initiatives and ensure consistent support for residents.

### Administrative Responsibilities

- Complete Residential Curriculum administrative tasks, including program proposals, budget requests, and program reflections and assessments.
- Complete community administrative tasks such as, but not limited to, incident reports, duty logs, health & safety checks, and room checks within the timeframe provided by the department.
- Accurately document incidents, resident concerns, and follow-up actions within given timeframes.
- Regularly check all communications from the department within 24 hours, including G-Chat, G-Mail, and Canvas, to stay informed and up to date.

**Other duties as assigned.*

**TRAINING IS A REQUIRED COMPONENT OF THIS POSITION**

Training is an essential and required component of the Resident Advisor (RA) position. All appointed RAs must fully participate in all required Student Staff Training, including both in-person and online components. Training provides RAs with the knowledge, skills, and resources needed to effectively fulfill the responsibilities of the position and support their residential community.

There are no exemptions from required Student Staff Training. Attendance and active participation in all required training sessions are mandatory.

Fall Training will take place August 2, 2027 - August 17, 2027, and Spring Training will occur approximately 2 weeks before Spring semester. Candidates must be available for the entire required training period.

Outside commitments, including employment, coursework, internships, student organizations, or personal events, may not conflict with required training dates. Candidates should carefully review the training schedule before applying. Failure to attend required training may result in removal from the RA position.