

Pearl River Community College

Resident Assistant

Minimum Qualifications

- Have at least one semester of college or university residential living experience.
- Maintain a semester and cumulative GPA of at least 2.5.
- Be available for a full academic year (fall and spring semesters), unless otherwise agreed upon.
- Be in good standing at Pearl River Community College.

Requirements

- An RA must be a full-time student carrying a minimum course load of at least 15 hours (morning classes preferred).
- In the case of additional employment, an RA must inform the Office of Residence Life.
- An RA must complete and attend all training activities held prior to each semester as announced. Staff should anticipate full work days during training and not make any additional plans during this time.
- An RA is expected to epitomize the Student Code of Conduct as outlined in the *Cat Country Guide*.
- An RA is expected to have a working cell phone and active email account. This information must be made available to HR and the Office of Residence Life.
- An RA is expected to be familiar with the residence life handbook, *Guide to River Living*.

Responsibilities

Time Commitment

- The principle non-academic activity of an RA is his/her position on staff.
- Extracurricular activities and additional employment are not to conflict with the time needed to be accessible to the students and staff of his/her area.
- In order to ensure visibility and availability to the residence of the community, RAs are required to sleep in their room Sunday-Thursday. RAs are also expected to be available for emergency situations. Exceptions will be made during approved time away and during weekends which an RA is not on duty.
- The HR will post duty hours each week. During duty, an RA must be in his/her assigned area during the assigned duty time. Desk and round responsibilities associated with duty may vary depending on residential area.
- RAs are typically scheduled for duty 5-6 days per week. These days may include a mixture of weekend and week days and will vary in combination and frequency by residential area and staffing needs.

Early Alert/Facilitating Student Behavior

- Develops and maintains positive interpersonal relationships with students in the RA's assigned residential area.
- Fosters a strong sense of community among residents.
- Serves as a referral agent to appropriate College and community resources.
- Responds to resident and campus crises and notifies appropriate professional staff members.
- Informs and encourages residents of the Code of Student Conduct in accordance with the *Cat Country Guide*.

- Follows up in a timely manner with the HR regarding incidents of student misconduct and welfare.
- Participates in proactive, preventative strategies with at-risk residences identified through Early Alert as directed by the Office of Student Life.

Student Life

- Emphasizes, encourages, and participates in a community atmosphere that promotes a balance between academic and residential experiences.
- Supports students in accessing academic and extracurricular activities and interests.
- Create bulletin boards, door decorations, and other appropriate posting to advertise dorm and/or campus activities and events.
- Participates and supports campus wide activities, such as Dorm Day, Check-in Day, and Homecoming.
- Encourages residents to seek involvement in PRCC Student Organizations and Student Life activities.

Administration

- Communicates student concerns to the HR and/or Office of Residence Life.
- Attends and participates in all preliminary and ongoing training activities.
- Attends and participates in Dorm Day and Dorm Check-in Day.
- Disseminates and posts appropriate College, departmental, and area notices.
- Facilitates floor and area meetings as directed by the HR and/or Office of Residence Life.
- Attends monthly and any called RA meetings during an active semester.
- Participates in the opening and closing of residence halls by arriving prior to the student's arrival and leaving after students' departure from the residential facilities. RAs should be available through finals to ensure adequate coverage for end-of-year closing.
- Accepts other area and department duties s assigned.
- Accepts other collateral assignments as assigned by the Office of Residence Life.

Remuneration

- Room and Board for one academic year.
- If the student already has sufficient aid/scholarship money to cover room and board, then the RA scholarship may be applied to other College fees.

Accountability

- RAs should view these responsibilities and requirements similar to job responsibilities. As such, failure to comply and complete these position requirements and responsibilities may result in warnings, deduction of scholarship, loss of scholarship, and/or any other action deemed appropriate by the Office of Residence Life.

How to Apply

- Complete the PRCC Resident Assistant application and email it to Camelle Williams in the Office of Residence Life at cawilliams@prcc.edu. The deadline to apply is July 5th.

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Application for Resident Assistant

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Student Information

PRCC ID: _____ Today's Date: _____

Name: _____
Last First MI Maiden

Address: _____
Street City State Zip

Phone Number: _____
Home Cell Alternative Phone

Gender: ___ Male ___ Female Date of Birth _____ Marital Status: _____

Are you participating in the work study program? ___ Yes ___ No List of any college previously attended: _____

List Dorm Name/Room #: _____ College Major: _____ Expected Graduation Date: _____

High School Attended: _____ Year Graduated: _____

High School GPA: _____ ACT Composite Score: _____

List any position of leadership or supervision held in the past: _____

References

List (2) references (Name and phone)

1.) _____

2.) _____

Please submit all applications to:
Office of Residence Life located on the 1st floor of the Administration Building (Poplaville Campus)
or email Camelle Williams at cawilliams@prcc.edu