

2025 - 2026 Resident Assistant Job Description

Hamline University Office of Residential Life

This document includes the most important job expectations & mandatory training dates required of the Resident Assistant position. It is 100% your responsibility to thoroughly review this RA Job Description before you apply.

Resident Assistant Position Description

The Resident Assistant (RA) is a peer educator, working with residents to assist in addressing their needs within the residence hall and the University community. The position is particularly challenging as the RA becomes counsel to residents and has to find a way to balance their own academic and personal demands and responsibilities. To support, guide, and direct Resident Assistants, an S/AC (Student Area Coordinator or Area Coordinator), works to create a safe, secure environment that fosters the educational mission of the University and enhances the personal development of students and resident assistants.

Resident Assistant Job Responsibilities

- Abide by the Performance Guidelines, RA Job Description, RA Contract & RA Confidentiality Agreement
- **Grade Point Average:** Resident Assistants must maintain a cumulative GPA of 2.5 or higher during their entire employment and may not be on academic probation when applying.
- **CRITICALLY IMPORTANT:** Meet expected administrative deadlines
- Build community & support the programming efforts of the Residential Life Office with RA solo, RA duo and All RA / All-Hall programming
- Take good care of your assigned living space; ***responsibly manage*** your allotted DB because these funds must be utilized throughout the entire fall or spring term.
- Be available and visible to residents; maintain approachability with residents
- Demonstrate effective listening skills & attentiveness
- Confront situations and violations when warranted and ensure residents' safety
- Communicate with S/AC regarding any concerns or challenges (personally, academically and / or professionally)
- Submit service requests (work orders) and follow up with maintenance / facilities concerns
- **Full Academic Year Position:**
 - RA must be able to serve as an RA for the Fall 2025 - Spring 2026 Academic Year.
 - An RA cannot graduate in December and still keep the undergraduate RA position.
- **In-Hall | RA On-Duty Rotation:** Participate in fall and spring semester duty coverage within your own hall. In-Hall duty days are divided by the number of RAs in your hall/area.
- **All-Campus | Holiday RA On-Duty Rotation:** All RAs must assist in the all-campus Holiday Duty Rotation throughout the academic year.

Resident Assistant Job Expectations

- **No Additional High-Level Leadership Positions:**
 - Resident Assistants cannot hold leadership positions in the below listed organizations outside of Residential Life including, but not limited to:
 - HUSC Executive Board, First Year NSM, Transfer Student Mentor, Hamline University Programming Board and RHA Executive Board member
- **Student Teaching:** RAs who need to do student teaching **MUST** discuss this with your S/AC well in advance.
- **Study Abroad Opportunities:** Will only be considered during Winter Break through prior approval of S/AC and Director of Residential Life.
- **Additional Job Hours:** Any additional work you have in any organized group or team may not exceed:
 - 20 hours, if enrolled in 16 credits
 - 10 hours, if enrolled in 20 credits
 - Internships for credits will be counted as outside hours.
 - Any requests for additional hours are to be approved by your S/AC.
 - **NOTE:** An S/AC may require that an RA drop outside commitments based on performance.

Housing Benefits for All Resident Assistants:

- Housing costs are covered for all Resident Assistants by the Office of Residential Life
- Cable TV via Xfinity on Campus
- Internet access (Wireless and Ethernet) provided

Meal Benefits for All Resident Assistants:

- **Dormitory RAs** will be given declining balance that is paid for by ResLife
 - \$2600 in Fall (*Higher amount covers food needs during August RA Training*)
 - \$2200 in Spring
 - **Budget wisely and do not overspend or you will owe the department DB funds if there is an early separation from the RA role.**
 - **Unused declining balance will be added back to the ResLife budget for future use**
- **Hamline Apartments and House RAs:**
 - \$500 in Fall and \$500 in Spring
 - This smaller amount is due to the cost of a full kitchen and nicer overall amenities that are being paid for by Residential Life.

Your Financial Aid Package - **NEW**

The value of the above-listed Resident Assistant benefits will be reflected in your financial aid package. **If you request additional declining balance throughout the academic year, this MUST BE REPORTED to Student Accounts and Financial Aid and this may negatively affect your financial aid package.**

Hamline remains committed to renewing your scholarships and grants without regard to your RA appointment. However, you may see required adjustments to loan and/or work study eligibility.

Mandatory Employment Requirements: Fall 2025

- **Official RA Contract Dates:** The official contract period runs from **Wednesday, August 13, 2025 - Monday, May 11, 2026 @ 8:00am**
- **RA Move-In Dates for August Training:** *(no keys given out on weekend days of 9th or 10th)*
 - Friday, August 8 - key distribution day @ West Hall
 - Monday, August 11 - key distribution day @ West Hall
 - Tuesday, August 12 - key distribution day @ West Hall
- **RA Training:**
 - **August 13 - 27, 2025**
 - Sunday, Aug. 17 = free day / on your own
 - Sunday, Aug. 24 = free day / on your own
- **First-Year Move-In Day: Saturday, August 30, 2025**
 - RA Mandatory Welcome & Policy Meetings
 - RA Mandatory Programming that night
- **Monday Night Staff Meetings from 5:00pm - 7:00pm:**
 - These are hosted by your Area Coordinator or Student Area Coordinator.
 - You cannot have the RA job and miss Monday night staff meetings every week.
 - No classes or outside commitments are to be scheduled during this time, unless absolutely necessary.
 - **NOTE:** If there is a possible class conflict on Monday nights for 2025 - 2026, the RA candidate must immediately advise the Office of Residential Life pro-staff team.
- **RA & S/AC One-on-Ones:** (every other week)
- **RA Mandated Programming**
- **RA Mix & Mingle** (Fall / November)
- **Resident Room Checkouts**
- **Health and Safety Inspections** (Fall)
- **Late Night Study Breakfast Assistance**
- **Winter Close-Down Walk-Throughs - December 2025:** Be present for 5pm **Friday, December 12, 2025**, hall walk-throughs. (Dinner provided)

Mandatory Employment Requirements: Spring 2026

- **January 2026 Return-to-Campus Date for All RAs:** **Tuesday, January 20, 2026** (day before classes begin)
- **January 2026 Refresher Training All-Staff:** **Monday, January 26, 2026.**
- **Monday Night Staff Meetings from 5:00pm - 7:00pm** (*At start of Spring semester*)
- **RA & S/AC One-on-Ones:** (every other week)
- **RA Mandated Programming**
- **End of Year Spring Closedown Training** - *1st Monday in April*
- **New RA Team Meet and Greet** - *2nd Monday in April (for next academic year team)*
- **End of Year RA Celebration & Awards Banquet** - *4th Monday in April*
- **Late Night Study Breakfast Assistance**
- **Conduct End of Year (EOY) Room Checkouts for Your Residents**
- **End of Year Close-Down Week - May 2026:** Present all week / weekend to manage room checkouts for your residents: **Monday, May 4 - Monday, May 11, 2026 @ 8:00am.**
- **RA Resident Room Inspections:** After all checkouts are completed, RAs and their S/ACs will walk through all their rooms, one at a time, to ensure all rooms are properly cleaned before an RA can depart at the end of the academic year.