

ARA Supplement to the RA Job Description

These duties replace or direct current RA duties.

The Academic Resident Assistant position is a specialized staff position that provides academic support and referral for first-year students in residence hall communities. The following supplemental description outlines alterations from the traditional Resident Assistant position for ARAs. Please also refer to the Resident Assistant job expectations located in the Student Staff chapter of the RLSH Manual.

Training and Opening

- Present ARA role to in-community staff; discuss how staff members can support ARA role.
- Introduce ARA position to residents and parents during move-in.
- During 1st floor meetings, visit other floors and introduce ARA role. If your community has chosen to do an all-hall meeting (or portion of the meeting), ask your supervisor to set aside a section for you to speak about your position.
- Create and distribute ARA letter for residents (Fall and January).
- *Exempt from:* ARAs will not assist with opening desk coverage at the Area Desk.

Meetings/Committees

- Weekly ARA staff meetings (time/date TBD).
- ARAs will participate in the planning of the Academic Excellence Reception, held in February for first-year students who attained a 3.75 GPA or higher during the fall semester.
- *Exempt from:* Expectation to attend RHA and Hall/Community Council meetings.

On-call

- Offer time for academic conferences while on-call as needed.

Communication

- Program proposal/evaluation for programs should be completed using LEC forms provided on your CD. Program proposal/evaluation should be submitted to ARA co-supervisors and community supervisor.
- Weekly contact with residents via email (includes academic tips, dates of LEC workshops and/or ARA programs in community). ARAs will rotate weeks to draft the email for the group and then each ARA sends the email out individually to your community.
- Set up folders in email to save/send/receive email with students, staff, supervisors.
- Weekly contact sheets will be submitted to LEC. If not contacts, a notification that "no contacts" were made must be submitted.
- Post LEC flyers in all communities; replace if vandalized.

Programming

- 1 cornerstone program per month designated as learning cornerstone (and focused on academics) to be approved by ARA co-supervisors. ARAs are encouraged to partner with an RA in their community.
- Bulletin boards should be focused on academic success content (to be completed by date set by individual community supervisor).
- Make 4 copies of academic poster to trade with other ARAs in your area of campus; rotates in your area so that a different poster is put up each month.
- Submit end of semester self-evaluation to ARA co-supervisors.
- *Exempt from:* One floor bulletin board.

Compensation

Academic Resident Assistants receive traditional RA compensation of room and board plan. Additional compensation is provided in the form of \$200 in poni money per semester to be used at the staff member's discretion.