

Resident Assistant (RA)

Job Description

Department of Housing and Residence Life



Status: Student Employment

Dates: August 2025 - May 2026

Division: Student Success

Department: Housing and Resident Life

Position Summary: The Resident Assistant (RA), as a peer mentor and role model, is charged with the responsibility of assisting in the creation and maintenance of a safe and supportive environment in the residential facilities. RAs will seek to ensure that students receive fast and positive service in all interactions allowing students to feel comfortable and engaged within a strong, residential community. Critical functions of the RA position include community engagement, Crisis Management & Student Support, administration, and serving as an active department member. Additionally, The RA supports departmental and university initiatives, participates in evaluation processes, and complies with all university policies and procedures. This position will report directly to a Residence Director within Residential Experience. The Resident Assistant must be able to physically perform the job's essential duties, which include regularly accessing all areas of their assigned residential building and periodically accessing other campus areas. In emergencies, the RA must be able to access all various building areas promptly and appropriately. The RA will frequently utilize a computer and a phone.

Principal Duties and Responsibilities:

Community Engagement

- RAs are responsible for the establishment, maintenance, and support of a positive, healthy, living learning environment in the residence halls consistent with the educational mission of the university, the priorities of the Department of Housing and Residential Life (DHRL) and the Residential Experience.
- Maintain an active, positive, and respectful relationship with other staff, such as facilities, custodians, dining services, desk assistants and night desk staff.
- Addresses community needs through planning, implementing, and evaluating individual interactions and various programmatic initiatives.
- Actively participate in recruitment and selection of Housing and Residential Life Staff.
- Support the Residence Hall Association (RHA) and their Hall Council.
- Actively provide support for educational programs for assigned Living Learning Communities (LLCs) and Themed Communities (TCs) through attending campus-wide events, attend LLC planning meetings, and other initiatives with residents and support involvement in LLC events.
- Facilitate conversations through individual and group interactions among residents to support community, sense of belonging and development through floor meetings and community standards.

Student Support & Assistance

- Facilitate the personal growth of residents as well as groups by understanding all members of your communities, their needs and being sensitive to potential problems.
- Serve as a role model, resource and referral agent to campus resources and appropriate organizations.
- Maintain appropriate staff and student confidentiality with student information, records, and other FERPA related information.
- Respond according to Housing and Residential Live policy with all incidents that occur within the assigned community both daytime and after hours.
- Confront inappropriate behavior professionally and encourage student acceptance of responsibility for their behavior.

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On Call and Administration

- Serve on an on-call duty rotation in the hall(s) during weekdays, weekends and during university breaks and holidays as directed by their supervisor.
- Document potential violations of the living on campus handbook, student code of conduct and additional behavioral concerns – in accordance of Texas State reporting expectations.
- Reports, follow-up, and works with RD in processing damages, vandalism, and maintenance needs of rooms and common areas.

Department Support

- Assist with hall opening and closing activities, including returning early and remaining after the halls close as outlined in the Resident Assistant Employment Agreement.
- Attend and participate in all staff training programs, including professional development sessions, fall, and spring training. COMBINE Attend and participate in designated meetings, including staff and departmental meetings
- Act as a role model, demonstrating good conduct, positive contributions to the campus community, and compliance with applicable rules and policies.
- Support, assist, and participate in departmental and university initiatives including but not limited to: Welcome Week, Homecoming, departmental programs, hall openings and closings, etc.
- Other duties as assigned by the RD and/or DHRL Leadership.

Time Commitments

- Weekly team staff meetings hosted from 8:00PM – 10:00PM every Monday evening throughout the semester.
- Weekday and Weekend on-call availability from 5:00PM – 8:00AM on scheduled days.
- Attend mandatory training, in-services, and departmental openings/closing at the at the start and end of each long semester.
- Availability to work break periods including Thanksgiving Break, Winter Break, and Spring Break.

Required Qualifications

- 2.5 or higher overall GPA and 2.5 or higher overall semester GPA at time of application and throughout position.
- 15 completed college credits by time of appointment (Dual credit does not apply).
- Enrolled as a full-time student at Texas State.
- 1 long semester of campus living experience by time of appointment.
- No previous, active, or pending conduct record that could create a conflict with the expectations of the role.
- Must be able to be an RA for one full academic year and complete all portions of the hiring process.
- May not hold another job during their first semester of the RA position.

Preferred Qualifications

- Demonstrate initiative and the ability to think critically and creatively to solve problems and make decisions.
- Effective communication with a varied student population, understand their unique needs, and help them build strong social networks.
- Most work both independently and as part of a team, exhibit self-motivation, and adapt to constantly changing and unpredictable environments.
- Demonstrate show a commitment to learning and are open to receiving training and feedback from their supervisors and peers.