ACADEMIC REQUIREMENTS

- Good academic standing (2.25 GPA or higher)
  - 2.0-2.25 GPA for one semester will result in probation
  - 2.0-2.25 GPA for more than one semester will result in removal from position
  - Below 2.0 GPA will result in removal from position
- Full time enrollment unless exception granted by Director
DIVISIONAL RESPONSIBILITIES

• Admissions
  • Four Hours per year; two per semester for staff hired mid-year
    • Phone Blitzes, Individual Tours, Black & Gold Days, Hilltopper Day, Open House setup, office assistance
  • Open House on April 5th

• Commencement
  • Ushers, Graduate Line-Up, Van Drivers, and Tear Down
DEPARTMENTAL RESPONSIBILITIES

• General Responsibilities
  • Homecoming Weekend is a closed weekend; other closed weekends may occur as needed for campus events.
  • Remain on campus to close residence halls at end of fall semester and spring semester, and for spring break.
  • Be visible and available on campus
    • Two weekends off campus only per month
    • One weeknight off campus per week
DEPARTMENTAL RESPONSIBILITIES

• Building Community
  • Programming – More details during session with Jim
    • Complete paperwork on time
    • Request supplies on time
    • Work with residents to plan activities that meet their interests
    • Work with Campus Activities Coordinator to assist in planning Campus Life programs
• Bulletin Boards and Door Tags
• Foster positive environment.
• New Student Orientation Leader
DEPARTMENTAL RESPONSIBILITIES

• Building/Floor Responsibilities:
  • Opening and closing of residence halls
  • Health and safety inspections
  • Maintenance and cleaning reports
  • Lock-Outs
  • Liaison for information between administration and students
  • Make referrals as necessary to other WLU services (i.e. counselor, tutoring center, judicial, etc.)
  • Assist residents with concerns, questions, problems as appropriate

• Housing Operations
  • Report custodial and maintenance issues; and be sure to follow up on problems after reporting them.
  • Lock out log and key inventories
DEPARTMENTAL RESPONSIBILITIES

• Residential Enrollment
  • Maintaining accurate floor rosters and reporting changes.
  • Completing room changes.
  • Managing roommate conflicts

• Staff Development
  • Attend building staff meetings, monthly all-staff meetings, bi-weekly one-on-ones with direct supervisor, and area meetings as deemed necessary by Area Coordinator
  • Assist with RA selection each semester during group interview and duty night evaluations
  • Participate in training in August and January.
DEPARTMENTAL RESPONSIBILITIES

• On Duty Responsibilities
  • Duty coverage in rotation with other staff
  • Weekday Phone Coverage (Monday through Thursday) from 4pm until 8am
  • Weekend Phone Coverage from Friday at 4pm until Monday at 8am
  • Desk coverage from 7pm until Midnight each night
  • Stay in the building overnight

• Duty Equipment Responsibilities
  • Master Keys – do not give to ANYONE
  • Cell Phone – do not text, change things, or use for personal calls
  • Key Trap Keys – do not give to ANYONE
  • ID Card – do not use to access other buildings unless in relation to RA position (tours, emergencies, etc.); and do not give to ANYONE
PERSONAL RESPONSIBILITIES

• Have proper knowledge of departmental policy and RA contract; follow those policies.

• Be aware of and adhere to campus policy as well as federal, state and local laws; both on and off-campus.

• Conduct self in a manner that is consistent with the mission of the University and our department.

• Limited employment (off-campus and on-campus) with the approval of the Area Coordinator and Director.

• Positive attitude about the University, the staff, the department, and our students.
Aerodynamically, the bumble bee shouldn’t be able to fly, but the bumble bee doesn’t know it, so it goes on flying anyway.

Mary Kay Ash