



Picture yourself as an RA!

Student Life – Millsaps College

What is an RA?

An **RA**, or **Resident Assistant**, is an undergraduate **student staff member** that **fosters community** in a residence hall building, wing, or floor.

What are the responsibilities of an RA?

Administrative

- **Assist in the opening and closing of residence halls** at the beginning and end of each semester, as well as during vacation periods.
 - Includes **room inspections**
- **Enforce College policies** and report and assist in the investigation of incidents of a disciplinary nature.
- **Work 2 hours** a week at the Student Life **front desk** during the semester.

Community Building

- Serve as the primary contact and **live-in staff advisor** for approximately 40 students
- Keep **bulletin boards** up-to-date with important information and College policies
- Plan and host hall and **building wide programs** for residents once a semester.
- Encourage residents to discuss their concerns, and to the best of their abilities, **counsel and advise** them on said concerns

What are the responsibilities of an RA?

Facility Maintenance

- **Submit maintenance requests** on behalf of residents and Student Life administrators
- **Organize and maintain all common spaces** of your Hall, including furniture, fixtures, kitchens, etc. as outlined
- **Conduct room inspections** of every room in your building/wing/hall, including health and safety inspections and inspections of vacant rooms

Emergency Response

- **Be knowledgeable about, communicate, and facilitate emergency procedures** regarding your residence hall
- Serve on the **on-duty schedule**, as outlined
 - Approximately **two evenings per month**

What are the requirements?

- **Undergraduate, full-time student** of Millsaps College
- A cumulative GPA of **2.5 or higher**
- Plans to live **on campus** during **Fall 2021** and **Spring 2022**
- Ability to serve as a role-model for students by **upholding high academic standards** and **not violating any areas of the Code of Conduct**
- Ability to **disclose the number of hours worked in other areas of employment**, including on-campus and off-campus jobs and effectively manage various responsibilities
- Ability to **arrive/leave campus up to a week early/late** of the scheduled semester dates based on responsibilities and building occupancy

What are the benefits?

- Single room at the double rate
- \$4,000 per academic year, distributed over 10 months
 - \$400/month

Should I keep anything in mind?

- No compensation is given to partially or fully offset the cost of your assignment.
- Room assignments are chosen by Student Life based on the Tier you select.
- Failure to properly execute job responsibilities will result in Student Employment Disciplinary Action
 - Informal Warning
 - Formal Warning
 - Probation
 - Suspension
 - Termination

Tier	Cost	Building
One	\$3,975	Bacot, Ezelle
Two	\$4,915	Sanderson, New South, Goodman
Three	\$5,175	New South Atrium
Four	\$5,690	John/Susanna/Charles

Are there any other jobs available?

All-Term Resident Assistant

- Ability to live on campus during Winter 2021-2022 and Summer 2022
- Ability to live in a Tier Two or Tier Four Building

\$4,800/year or \$400/month

Housing and Residential Life Project Coordinator

- Work 10 hours a week at the Student Life front desk (during the Fall and Spring semester), as outlined
- Conduct key inventory for all residence hall buildings and college-managed fraternity houses once a semester
- Facilitate approved room changes by distributing applicable information and keys to residents
- Enforce the Posting Policy of the College as directed

\$7.25/hour; minimum 10 hours per week

How do I apply?

- Applications will go live on Friday, February 26th
- Major Careers will send out an email to those signed up for notifications
- Email Elyssa.Klipsch@millsaps.edu with questions about the Center for Career Education