

COMMUNITY RESIDENT ADVISOR
Job Description
2023-2024 Academic Year

Mission

Carolina Housing works to provide convenient housing that is secure, inclusive and supportive. Students create a home in our on-campus communities, build life-long friendships and develop skills for their current and future successes as they journey through their Carolina experience.

Philosophy

Community Immersion is the philosophy that each student's journey at Carolina is unique. It is therefore important that our staff's focus with residents is more one-on-one, connecting students with their community, with the campus, and with opportunities that expose them to all that is available at Carolina. It is the way in which we directly engage residents, sharing in their successes and assisting with their concerns and challenges. In short, it is mentorship. This, in turn, leads to greater student success.

Community Resident Advisor Position

Community Resident Advisors (CRA) work to create an inclusive on-campus housing environment that promotes personal development, citizenship, involvement, and leadership through the practice of Community Immersion. CRAs serve as a resource for students in their community and as a role model at UNC Chapel Hill. CRAs serve populations that are primarily graduate students or families. CRAs are supervised by a Community Director (CD).

Resident Advisors do not maintain traditional 8am-5pm, M-F hours, with work hours varying based upon residential community needs and the needs of the department. This includes nighttime and weekend commitments. Required workdays will include: special events, sporting events (including but not limited to home/away Duke games, final four games, national championship games, etc.), Halloween, LDOC, staff selection days, instances of inclement weather, emergencies, and other unforeseen circumstances. Student staff are required to attend all designated training days. RAs are required to work during break periods, including but not limited to: Fall Breaks, Thanksgiving Breaks, Winter Breaks, Spring Breaks, and Spring Holiday. RAs are required to serve on an On Call rotation on both week and weekend days. The frequency of On Call shifts varies based on community size.

CRAs are selected to serve areas that house primarily graduate students and families. Because of this, resident interactions and programs will be specifically designed to support the needs of this community. CRAs may partner with offices around campus to provide specific support (the Graduate School, UNC Global, etc.).

A successful CRA has a passion for working with a diverse student population, a commitment to student learning and development, and strong critical thinking and problem-solving skills. A successful CRA demonstrates initiative, possesses the ability to work autonomously as well as part of a team, communicates effectively, and maintains a positive attitude.

This job description is meant to provide an outline of essential job functions of the CRA position and is not an all-inclusive list. Throughout the course of the year there will be times where staff will be called to service based on the needs of the community that may not be outlined in a job description. CRAs agree to meet and abide by the standards described in this document; the CRA Letter of Appointment; the Student Staff Ethical Principles; the Community Living Standards; the Housing Contract; the expectations communicated by Carolina Housing during trainings and by their supervisor; University policies; and State and Federal Laws.

Essential Functions

- Administration
 - Prepare, attend, and participate in all meetings (ex: staff, committees, 1:1, trainings, etc.)
 - Time management (ex: attendance/timeliness for meetings, availability on floor, presence in community, etc.)
 - Proficient and appropriate use of Carolina Housing systems (ex: StarRez, Maxient, Advocate, Microsoft Teams etc.)
 - Submit paperwork on time and complete projects thoroughly
 - Conducts Health & Safety inspections and resident well-being checks, as directed by supervisor or duty staff
 - Assist with administrative duties in the Baity Community

- Communication
 - Excel in verbal and written communication

- Demonstrate appropriate use of technology (ex: social networking, texting, etc)
- Create and maintain a customer centered environment when working in the office
- Educates residents on Housing procedures including but not limited to safety and security guidelines, *Community Living Standards*, recycling, and mail and package distribution.

- Departmental Initiatives & Vision
 - Demonstrate a commitment to inclusion (ex: language, awareness, programming, campus wide trainings/events, etc.)
 - Serve as a positive role model for residents and fellow staff members
 - Be visible, available and approachable in the community
 - Facilitate relationships among residents
 - Foster an inclusive hall environment
 - Create and maintain positive working relationships with housing partners (ex: Housekeeping, Maintenance, and UNC Police)
 - Maintain security and ethical use of all passwords, codes, and student information
 - Preserve the confidentiality of personal information about students and staff obtained in the course of employment. (ex: rosters, student photos and information in StarRez, etc.)

- Duty and Crisis
 - Serve in an on-call rotation that observes, addresses, and responds to the needs of the community as outlined by Carolina Housing (ex: rounds, duty phone calls, etc.)
 - Respond to emergencies in accordance with Carolina Housing protocol and procedure
 - Educate residents on University Honor Code, Community Living Standards, and University Alcohol Policy
 - Confront behaviors in violation of University Honor Code, Community Living Standards, and the University Alcohol Policy
 - Support fellow staff members
 - Manage and respond to facility related issues
 - Foster a sense of community by encouraging residents to respect the rights of others and empowering them to address issues in the community (ex: roommate disagreements, environment conducive to sleep/study, etc.)
 - Make appropriate referrals when necessary
 - Write incident reports in a timely manner that are clear, concise, accurate, and appropriately detailed
 - Follow up with students who are in crisis and/or have been confronted for policy violations
 - Serve as a Mandated Reporter (obligated to report all violations of the Community Living Standards, State and Federal law, as well as cases of sexual misconduct, sexual assault, and sexual harassment to supervisor)

- Education and Leadership
 - Maintain a positive and team-oriented attitude towards the community, staff, and department
 - Support community initiatives (ex: Residential Learning Programs, Scholar in Residence, etc).
 - Serve as an academic role model and actively demonstrate interest in residents' academic engagement
 - Participate in recognition/encouragement of staff and community members
 - Support Community Government programs and initiatives
 - Demonstrate effective and ethical decision-making skills
 - Encourages student involvement and leadership development

- Programming
 - Support programmatic department initiatives (FYE & DM)
 - Plan and implement active programs that align with the community program model
 - Plan and implement passive programs that align with the community program model
 - Be fiscally responsible for program budget
 - Assess resident's programmatic needs and address them accordingly
 - Utilize campus resources in programming
 - Serve as a resource to the wing/floor/building

Qualifications

- Students applying to this position must meet the following qualifications starting at time the employment application closes, during the applicant's candidacy and throughout the tenure of employment. All employees/applicants must:
 - Be in good standing academically within the CRA's program requirements and be in good conduct standing with Carolina Housing (i.e. not having an active sanction of housing contract probation or higher; not having an overdue sanction).
 - Maintain good financial standing with the University and with Carolina Housing.
 - Notify their direct supervisor in writing, regardless of intent to appeal, upon receiving a referral for a University violation (i.e. Honor Code, Alcohol Policy, the Policy on Prohibited Discrimination, Harassment, and Related Misconduct), conviction of a crime, or responsible finding for violating any University policy. Carolina Housing has the right to take employment action, up to and including termination, based on this information.
 - Complete a criminal background check at start of employment. Any offer of employment from Carolina Housing is contingent upon the results of the background check. Carolina Housing reserves the right to withdraw, rescind, or cancel its employment offer or appointment at any time if Carolina Housing, in its sole discretion, determines that the employee's background check results are not satisfactory.

- Students applying to this position must meet the following qualifications starting on the first day of employment throughout the tenure of employment. Employees must:
 - Maintain enrollment as a full-time student and cannot be employed on a permanent, full-time basis concurrently. Student staff are "at will" employees, are not eligible for layoff priority employment or severance pay, and may be terminated at any time without additional compensation. A lapse in student status occurs during breaks (winter and summer) when an employee is not enrolled in courses. This lapse does not affect employment eligibility, though it will subject the employee to FICA tax deductions.
 - Maintain appropriate balance while in this position, with the guidance that CRAs have no more than 40 hours of involvement per week (including 20 hours for the CRA position, academic credit hours, and other campus involvement). CRAs will discuss their involvement and additional employment (paid or unpaid) for approval from both their direct supervisor and Assistant Director.
 - CRAs may take no more than 18 credit hours per semester (if an undergraduate student).
 - Live in the residence hall to which they are assigned by Carolina Housing for the duration of their appointment. In the case of mid-term resignation or termination, CRAs will still be bound by the Housing Contract and will be given a new room assignment at the discretion of Carolina Housing that may require relocation to another room or residence hall, if applicable
 - Have access to a mobile phone or private land line that has an activated voice mailbox while employed, and will provide their direct supervisor with a number to this phone.

Compensation

Carolina Housing provides Community Resident Advisors (CRA) a compensation package that includes:

- A stipend payment of \$12,700 divided into 11 payments and paid out monthly on the last business day of the month (except December).
 - The stipend is prorated and the number of payments decreases if hire date is after the first day of student staff training.

*Carolina Housing encourages applicants and employees to consider if this compensation package will affect their financial aid package. [Please contact Scholarships and Student Aid, 962-8396 for information on eligibility for aid and employment.](#)

