



Resident Assistant Job Description

Department: University Housing, University of Arkansas - Fayetteville

Location: Residence Halls, On Campus apartments, or off campus apartment

Position Description:

Resident Assistants (RAs) are an integral part of the University Housing Team. RAs are students first, but must also maintain their status as a para-professional staff member of the University. RAs are directly supervised by a Hall Director (HD). The RA serves as the primary contact, educator, community builder, and resource for residents within their assigned community and has responsibilities related to engagement, belonging, and crisis response. RAs are required to reside in their assigned community. The RA position requires someone with good time management, as it is a very independent position. The RA position is a one academic year appointment, and involves in person work.

This position will develop UA Career-Ready skills such as Leadership, Communication, Professionalism, Career and Self Development, and Critical Thinking

Duties & Responsibilities:

Community Development – 50%

- Develop a personal relationship with residents on their floor, knowing every residents' name within the first month of class. RAs will actively seek out residents and engage in meaningful conversations. Complete door decs, bulletin boards, and other passive programming as directed by HD. Assist with conflict resolution among residents, including educating residents on conflict resolution skills and mediating group conflicts. Utilize online roommate agreement to assist in the roommate mediation process throughout the academic year.
- Recognizing that safety and security contributes to healthier communities, RAs will complete health and safety inspections within designated time periods.
- RAs will engage with residents through intentional conversations and floor/community programming efforts. Plan and attend community specific activities that will help build community and follow the Residence Education Programming Model.
- Help students transition to UofA by taking residents to A-Week/Move-In events and encouraging their participation in university offered events scheduled prior to classes beginning.
- Attend and promote various programs facilitated by University Housing and other offices within the Division of Student Affairs throughout the year.

Administrative Duties - 10%

- Work four hours each week at a front desk.

Updated: 7/25/2025

- Assist with the move-in/out process, performing any assigned duties at these times. These duties may include but are not limited to being available on campus, performing check-outs or walkthroughs, and processing keys, files, and paperwork. Tasks may also include taking trash out, moving furniture, cleaning rooms, and other physical responsibilities.
- Attend all meetings as directed by the department and/or supervisor.
- RAs are expected to attend all in-service sessions, training sessions as indicated by their supervisor(s), and departmental training at the start of fall and spring semesters.

Personal Impact - 25%

- RA will report floor/building trends and concerns to their supervisor on a regular basis.
- Attend residence hall community events and engage with residents.
- Serve in a supportive and advisory role to residents and fellow RAs as an experienced member of the campus community.

Crisis Management – 15%

- Serve in duty rotation for designated community to respond to campus or building needs during nights, weekends. Some communities may also require participation in winter or spring break duty rotations when those communities remain open.
- Conduct rounds of the community at designated intervals to check for life safety concerns, facilities issues, propped doors, etc.

Minimum Qualifications:

- Enrolled at University of Arkansas, Fayetteville with a GPA of 2.75 or greater
- Must maintain good conduct standing with the University throughout the time of their employment.

Preferred Qualifications:

- Experience working with event planning or coordination, completing administrative tasks in an office setting, and customer service are preferred but not required.

Federal Work Study Requirement:

- Federal Work Study award not required

Knowledge, Skills, and Abilities:

- Knowledge of campus resources.
- Knowledge of community resources.
- Knowledge of customer service skills.
- Skills to communicate appropriately and professionally when there is a concern or question.
- Skills to provide a quality and inviting customer service environment.
- Ability to show interest and concern, be fair, and friendly.
- Ability to act ethically and treat members of the community with respect.

- Ability to be available to spend quality time with members of the residence hall community during non-duty hours
- Ability to confront inappropriate behavior.
- Ability to have challenging conversations.
- Ability to follow all instructions thoroughly and efficiently, asking questions for clarification when needed.
- Ability to follow instructions thoroughly and seeks clarification when needed.
- Ability to complete administrative tasks and communicate via email.
- Ability to understand crisis protocol and respond appropriately within the community.
- Ability to ensure confidentiality as it pertains to any and all functions of the RA position.
- Ability to arrive on time.
- Ability to maintain positive working relationships.
- Ability to actively listen.
- Ability to display a positive attitude and support toward all staff, building community, and University Housing.

Required License(s), Training, Certification(s), & Background Checks:

- Background check and drug screen

Physical Activities Associated with this Position:

The following physical activities are associated with the position and will be performed with or without accommodation. All individuals are encouraged to apply.

- Light Work | If the use of force is greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Visual Acuity:

- Employee is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures
- Employee is required to have close visual acuity to perform an activity such as preparing and analyzing data figures; transcribing; viewing a computer terminal; extensive reading; and/or visual inspection at distances close to the eyes.

Compensation & Benefits:

- **Please note that the RA Scholarship Award may affect your financial aid.** It is the responsibility of the RA to check with Financial Aid prior to accepting the RA position to determine the impact the RA Scholarship Award may have on his/her financial aid award package.
- RAs receive a stipend of \$400 per semester. Stipends will be paid in monthly payments or prorated if necessary and consistent with University Housing routine payment process.
- University Housing provides each RA with a 15 plus meal plan. Each RA should use the meal plan provided to foster relationships with residents. RAs are expected to eat the majority of their meals in the dining halls with their peers and residents.
- RAs are generally provided with a single room as part of the RA Scholarship Award.

- **Should an occupancy overload occur, RAs may be paired with a roommate until occupancy returns to identified system configuration. University Housing will make all reasonable efforts to ensure RAs do not have roommates, but there is no guarantee of who will be assigned a roommate or for how long an RA may have a roommate. Roommate pairings may be a student of any age, or another RA depending on need. These decisions are made at the sole discretion of University Housing.**
- If an RA works more than the required 4 hours of desk, they will be paid an hourly rate of \$13/hour
- Student Affairs Wage Scale: 2

Hours and Schedule:

- The position is a 20 hour per week in person commitment. Weekly hours will vary depending on the current needs of the community and time of year.
- Weekly RA staff meetings will take place Thursdays between 7pm and 9pm. All RAs must be available during this time, and not have classes or other extra-curricular activities during this time.

Employment Timeline:

- The RA positions runs for one academic year. It starts with RA training starting in late July/early August, and will end early in May right after graduation.

Supervision: RAs will be supervised the Hall Director for their community within the department of Residential Education and University Housing.

This job will provide experiences to develop the following UA Career-Ready Skills:

Leadership | Communication | Professionalism | Career and Self Development | Critical Thinking

- **Ability to Facilitate Group Dynamics:** Recognize the importance of group dynamics in achieving organizational goals and facilitating group dynamics by leveraging team member strengths, putting team members in position to succeed, collectively set group norms, and resolve conflicts effectively.
- **Ability to Use Active Listening:** Ability to focus completely on a speaker, understand their message, comprehend the information, and respond thoughtfully.
- **Ability to Demonstrate Dependability:** Act as a dependable, diligent member of a work environment by being present, prepared, responsible for your actions, behaviors, performance, and decisions and showing attention to detail.
- **Ability to Professionally Develop:** Awareness of the need for and importance of professional development in achieving career goals and understanding how to identify areas of growth and self-advocate for opportunities to improve in the workplace.
- **Ability to Display Situational Awareness:** Ability to gather information, anticipate needs, prioritize issues and set achievable goals in the workplace

Application Instructions and Required Document:

- Please contact Residential Education Staff at rahire@uark.edu, with additional questions about the position.

- Application documents must be submitted in Hogsync via the RA application. The application will require you to upload a current resume.
- Application deadline: To start in January, the application is due October 3rd at 8:00am. To start in August 2026, the deadline is: Monday November 3rd at 8:00am

Equal Opportunity and Compliance: The University of Arkansas is an equal opportunity institution. The University does not discriminate in its education programs or activities (including in admission and employment) on the basis of any category or status protected by law, including age, race, color, national origin, disability, religion, protected veteran status, military service, genetic information, sex, sexual preference, or pregnancy. Federal law prohibits the University from discriminating on these bases. Questions or concerns about the application of Title IX, which prohibits discrimination on the basis of sex, may be sent to the University's Title IX Coordinator and to the U.S. Department of Education Office for Civil Rights.