

- As needed, and with appropriate advanced notification by the Office of Residence Life, RAs may be asked to attend specially scheduled department meetings or events such as training, all-staff meetings, RA selection processes, room selection processes, etc. These dates are subject to be added, but successful completion of the RA duties will include in person work and attendance during the following times:

August 4, 2024:

Inclusion and Belonging

- Promote activities and strategies that contribute to increasing students' intercultural justice
- Respond to and report student behavior which involves incidents of bias
- Demonstrate personal growth in the area of intercultural understanding and empathy
- Contribute to an environment conducive to cross-cultural understanding by educating self and others on issues of racism, prejudice, discrimination, and activism
- Actively contribute to and uphold a residential community that fosters a sense of belonging for all students

Role Modeling

- Foster and encourage diversity, equity, and inclusion in all aspects of your Lake Forest College involvement
- Actively support other RAs; work as a team
- Abide by all FERPA expectations related to student privacy. A lot of information related to the RA role needs to be kept confidential. The Office of Residence Life expects a high level of professionalism and confidentiality from all of its staff members. Incidents that affect the health, safety, or well-being of an individual resident need to be communicated promptly to a Residence Life Professional Staff member
- Abide by all college policies as outlined in the student handbook
 - If you are 21 or older you may consume alcohol according to college policy, but consumption is prohibited while on duty or performing any other RA duties
 - Staff who violate any college policies should expect to be placed on employment probation, and possibly face removal from the position

Policy Enforcement

- Confront and document behavior that does not align with the Code of Conduct or other policies outlined in the student handbook. RAs cannot violate or ignore violation of regulations or policies under any circumstances
- Fulfill all responsibilities during time on-call for assigned hall:
 - During weekday duty (Sunday - Thursday), be in the building from 8pm-7am
 - During weekend duty (Friday & Saturday), be within the established duty radius for 24-hrs, reporting back to the hall by 8pm each night
 - Conduct rounds in hall with integrity and as outlined in training

Administrative Duties

- Assist with hall and administrative duties as directed by the Residence Director
- Complete paperwork in a thorough and timely manner
- Read and respond to e-mails as needed within a 24-hour response timeframe
- Assist with facility issues in the building as directed by the Residence Director
- Attend weekly staff meetings, one-on-one meetings, and professional development activities
- Perform all other duties as assigned

Qualifications