HEAD RESIDENT ASSISTANT POSITION DESCRIPTION

The HRA position includes the same responsibilities as the RA position (see copy of current Resident Assistant Work Agreement) with the addition of the following responsibilities:

**Complex Management.** The HRA facilitates the management of a residential complex, which is made up of eight to fifteen residential units, depending upon the complex. The HRA will:
- Maintain visibility on a regular basis within his/her complex
- Keep the Office of Residential Life abreast of developments in the complex in a timely and responsible manner
- Coordinate break coverages for the complex
- Attend and insure building meetings are held at the beginning of each term at which building representatives will be elected for student government positions and names are supplied to Residential Life and other appropriate areas
- Get to know the residents within the complex

**Staff Advisor.** The HRA is responsible for advising seven to ten RAs within his/her complex. The primary responsibility involves creating and maintaining a strong link between the professional staff and the RAs within the complex. The HRA will:
- Provide direct support for the RAs within the complex
- Assist in the facilitation of fall and winter training sessions
- Assist in the facilitation of RA staff development sessions
- Build a strong staff team within the complex
- Assist in the facilitation of regular complex team-building sessions
- Facilitate regular complex meetings according to schedule
- Assist the Assistant Director of Residential Life with supervision and evaluation of complex staff
- Facilitate regular completion of complex programming requirements
- Maintain regular and quality contact with each RA in his/her complex
- Act as a resource and guide to the RAs in his/her complex and assist in problem-solving should the need arise
- Keep the Office of Residential Life abreast of developments in his/her complex in a timely and responsible manner
- Provide leadership and motivation, and act as a role model for the RA staff

**Administration.** The HRA is responsible for carrying out the following administrative responsibilities:
- Notify complex staff of important issues and emergency information
- Attend and participate in weekly HRA meetings
- Attend and participate in HRA staff developments
- Assist in the dissemination of information from Beloit College and the Residential Life office to RAs and/or residents
- Meet formally on a regular basis with the Assistant Director of Residential Life
- Assist in facilitating all-staff meetings whenever necessary

The additional compensation for the HRA position is a minimum of $140/term. HRAs without a floor will select one of the following to assist in coordinating special projects such as all-staff development (educational & team-building) and other special projects.

Updated 8/97
BELOIT COLLEGE
HRA EXPECTATIONS

In addition to the HRA position description and RA staff expectation, the following additional expectations should be noted:

- To act as a liaison between the complex staff and the Office of Residential Life while at the same time encouraging responsibility for individual attitudes and opinions
- To assist in assessing needs for further staff development, in addition to assisting with the coordination and evaluation of complex and campus-wide staff developments
- To act as a leader, motivator, and role model to other residents and staff
- To actively promote a strong sense of teamwork and group cohesiveness within the complex
- To be the “RAs RA”: support, assess, respond, confront
- To initiate quality contact time with each RA
- To be available to advise and counsel RAs
- To be visible throughout the complex and visit each building/floor on a regular basis
- To monitor and report all RA meeting attendance issues
- To address and discuss all RA job performance concerns in a timely and responsible manner
- To be a good programming role model by doing quality, timely, and intentional programs
- To facilitate the organization and completion of at least two complex programs per semester
- To promote RA programming between floors, buildings, complexes, and campus
- To maintain close and regular communication with John and Kathryn
- To follow up with all requested HRA paperwork and information in a timely manner
- To be supportive of the central office, the Director and Assistant Director to staff and residents
- To be open-minded, committed, enthusiastic and maintain a positive attitude
- To work with the staff and each other to maintain the staff lounge

Updated 8/97
Name:__________________________________________ Date:__________________

Last Semester G.P.A.: _______ Cumulative: _______ Graduation Date: _____________
Housing Preference: 1. _______________ 2. _______________ 3. _______________

List below your activities and/or events that you foresee being major time commitments, outside of the HRA position (i.e. athletics, student teaching, internships, clubs/organizations, TA responsibilities, heavy class load, etc.):

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Please type your answers to the following questions. Limit your answers to one paragraph each.

1. In your opinion, what do you feel is the single most important responsibility of a HRA?
2. What are your strengths as a leader?
3. In what areas would you like to improve as a leader?
4. Describe the role you intend to take with your fellow staff members in your complex. (Address your leadership style as a HRA.)
5. What ideas do you have for building staff teamwork and unity?
6. In your view, what is the purpose of the complex meeting?
7. What do you hope to accomplish as a HRA? (Identify both “personal” and “professional” goals.)
8. Describe your views of the relationship between the HD and HRA, and their roles in the complex?

Return to Residential Life Office by Wednesday, April 6th. Please write or type clearly. Please attach a schedule of availability.

02/06