



Resident Advisor Job Description 2026 - 2027

The Office of Housing and Residential/Commuter Life is dedicated to fostering a safe, inclusive, and vibrant campus environment for both residential and commuter students. Through strong campus partnerships and a student-centered approach, we empower students to thrive academically and personally. Our team is committed to celebrating individual identities, cultivating mentorship, and creating meaningful opportunities for growth, resilience, and lifelong learning. Resident Advisors are essential to this mission, serving as peer leaders who help build a culture of belonging and support.

The Resident Advisor (RA) is critical to the success of this program, as this position maintains the closest and most enduring contact with residential students. RAs are live-in student leaders who foster community by building authentic relationships, connecting students with resources and one another, facilitating inclusive programming, and promoting safety through education and policy compliance. Their role is rooted in advocacy, integrity, and compassion, and they serve as role models who help shape a positive and engaged campus experience.

MINIMUM REQUIREMENTS

- Resident Advisors must be full-time UNE students.
- Good academic standing with a minimum 2.5 cumulative GPA and a semester GPA that does not fall below a 2.25 for two consecutive semesters.
- Good conduct and financial standing with the University.
- Demonstrated commitment to supporting others and proven ability to collaborate effectively within a team environment.

TIME COMMITMENT

- The RA position is the top priority after academics and takes precedence over all other co-curricular and employment commitments, including participation in athletics, student organizations, and outside jobs. Any combination of commitments beyond 20 hours per week outside of the RA role must be disclosed to and approved by the RA's supervisor.
- This is a year-long commitment beginning with training prior to the start of the fall semester and ending after the halls have closed following final exams week in the spring semester.
- RAs are on duty for at least 4-6x per month, including on nights and weekends. RAs are required to organize and attend programming, including on nights and weekends.

Terms of the Resident Advisor Job Description are subject to change at the discretion of the Director of the Office of Housing and Residential/Commuter Life. Changes will be communicated in writing to all staff



- RAs attendance is required at regularly scheduled and emergency meetings established by the department and their Area Coordinator (i.e. community meetings, weekly staff meetings and 1-1s, monthly all-staff meetings, and other miscellaneous responsibilities).
- RAs assistance and attendance is mandatory with annual processes (i.e. fall and winter training, the opening and closing of halls each semester, RA Selection, RA Training, etc.).
- RAs can, if they want, take a greater leadership role within the department by serving on departmental committees.

REMUNERATION

- Full room and board charges for a single room in their assigned residence hall while they remain employed. This amount will be credited to your student account in two installments, once each semester.
- A campus phone with voicemail.
- A student parking pass for your own personal vehicle.

RESPONSIBILITIES

1. Individual Student Engagement

- Strives to build authentic relationships with all assigned residents through consistent one-on-one interactions throughout the academic year. RAs are expected to document these interactions and promptly communicate any resident-related concerns to their supervisor.
- Visible and available on a consistent basis to address residents' concerns, needs, and interests. This is particularly important on evenings and weekends.
- Acts as a resource and referral agent for residents by connecting them with clubs/organizations, support services, and senior staff within the Office of Housing and Residential/Commuter Life.

2. Community Development and Engagement

- Completes all aspects of the Community Development Model effectively and on time in accordance with the interests and needs of their assigned residents.
- Strives to develop community and a sense of belonging to all residents.
- Responsive and sensitive to the needs of a diverse community.
- Encourages self-discipline, self-governance, and respect for individual rights among residents within the community.
- Proactively identify areas of community conflict and work collaboratively with Area Coordinator to support a timely resolution.

Terms of the Resident Advisor Job Description are subject to change at the discretion of the Director of the Office of Housing and Residential/Commuter Life. Changes will be communicated in writing to all staff

3. Safety, Security, and Policy Enforcement

- Completes all “on-duty” responsibilities on an assigned, rotating basis, and when emergency situations arise as outlined in RA training and the RA Manual.
- Encourages compliance with policy by educating students on the role they play in promoting a safe and respectful community.
- Supports other staff members in encouraging compliance with policy.
- Consistently responds to, reports, and documents all policy violations and any matter impacting safety/security in accordance with the expectations established in the RA Manual and RA Training.
- Appropriately expedites the reporting of housekeeping/maintenance issues which affect the safety and well-being of residents.
- Use of submaster and master keys appropriately.

4. Professionalism

- Maintains an appropriate level of confidentiality with residents and peers while working with senior staff.
- Brings concerns and feedback to supervisors and does not vent to other students.
- Serves as an empathetic and non-judgmental peer advisor.
- Understands the limitations of the RA role and maintains appropriate boundaries with residents. Avoids situations that may create a conflict of interest and seeks guidance from supervisors when navigating personal relationships or complex situations.
 - A conflict of interest typically arises when an RA’s personal interests, relationships, or activities interfere with - or appear to interfere with - their ability to perform their responsibilities fairly, professionally, and in the best interest of their residents or the department.
- Serves as a positive role model for residents by demonstrating personal ethics and complying with and supporting University and Residential Life policies and procedures.
- Serves as a positive role model by demonstrating campus involvement and the skills necessary for success (i.e. time management and study skills).

5. Communication and Team Work

- Speaks positively of and shows support for the Office of Residential/Commuter Life, its staff as well as campus partners and their staff.
- Demonstrates proficiency in listening to and expressing ideas.
- Provides constructive feedback to support growth.

Terms of the Resident Advisor Job Description are subject to change at the discretion of the Director of the Office of Housing and Residential/Commuter Life. Changes will be communicated in writing to all staff



- Accepts and implements constructive feedback provided by their supervisor, teammates, and senior staff within the department.
- Accepts new or changed situations and can adjust to accommodate the needs of the university, department, team, and/or residents.
- Works cooperatively with others and completes responsibilities in an effective and timely manner (i.e. duty scheduling, campus wides, area wides, joint RA programs, etc.).

6. Administration and Fiscal Responsibility

- Attends and fully participates in scheduled trainings and meetings (i.e. Fall and Winter trainings, staff meetings, 1-1s, all staff, etc.).
- Assists in the opening and closing of halls each semester and at every break period.
- Fulfills all administrative requirements efficiently and on time (i.e. census reports, room condition reports, health and safety inspections, incident reports, community interactions, work orders, program proposals and evaluations, etc.).
- Checks RA mailbox frequently and posts all current notices and communications from the Office of Housing and Residential/Commuter Life, Student Affairs, or other authorized offices or groups.
- Responds to job-related communication (emails, texts, phone calls) from senior staff and teammates promptly.
- Uses their programming budget, university credit cards, cash advances, etc. responsibly and in accordance with the standards established by the department and Student Financial Services.
- Completes other duties as assigned.

REAPPOINTMENT

Staff members are selected for a contractual period. A staff member's reappointment is never automatic and is contingent upon satisfactory completion of the job responsibilities through the end of the winter semester and summer months. Reappointment includes an assessment of all aspects of job performance, including attitude. The criteria for reappointment will include job performance, which has been documented in the Resident Advisor's Annual Evaluation and supporting employment documents.