

# Resident Assistant (RA)

## Position Description

### Academic Year 2025-2026

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Below is a position description for the Resident Assistant (RA) position.

**Position Description:** Resident Assistants are full-time students residing on campus who are committed to supporting other residents and providing high quality residential experience. The primary goal of a Resident Assistant is to build a sense of belonging, maintain the safety of the community, and to educate residents on campus policies and resources. Resident Assistants accomplish these goals through the responsibilities listed below:

**Position Responsibilities:** Please note that these are the responsibilities assigned but not limited to:

- **Student & Community Development**
  - Post educational materials related to current trends (IE: Bulletin Boards, etc.)
  - Regularly check in with assigned residents (IE: Guided Conversations)
  - Facilitate Roommate Agreement process each semester
  - Support student in addressing concerns between roommates
  - Mediate concerns between roommates and neighbors when needed
  - Assist with and attend Residence Hall Association events/meetings
  - Educate residents on various campus resources and events
- **Crisis & Policy Intervention**
  - Address violations of University Housing and Student Conduct policies
  - Respond to crisis and emergency situations (IE: Fire Alarms, etc.)
  - Inform professional staff regarding safety/emergency concerns
  - Guide residents in crisis to resources (IE: Counseling, Title IX, etc.)
  - Report facilities damages and concerns to University Housing
  - Serve as RA on Duty and complete required community walks
- **Administrative & Operational**
  - Attend weekly staff meetings (Wednesday 4:00 pm - 6:00 pm)
  - Attend routine One on One meetings with Housing Staff as directed
  - Participate in department events (IE: celebrations, etc.)
  - Assist with implementation of Opening, Closing, and Safety checks
  - Submit reports and information as needed (IE: Incident reports, logs, etc.)
- **Training & Development**
  - Attend semesterly trainings (Fall & Spring)
  - Complete online training modules as directed
  - Participate in ongoing training throughout the year
  - Complete training as directed by the University (IE: Clery, CSA, etc.)

**Position Minimum Requirements:**

- Candidates must be enrolled at Cal State East Bay at the time of application.
- Candidates must be enrolled for both the Fall 2025 and Spring 2026 semesters.

- Candidates must have a minimum cumulative GPA of 2.5 at the time of application and maintain this GPA throughout the selection process and start of the RHA position.
- Candidates must be in good conduct standing. Good conduct standing is defined as not being found responsible for a policy violation on or after December 1, 2023, and/or not being on probation. Good conduct standing must be maintained throughout the entire selection process and start of the RHA position.
- Candidates must be in good financial standing with CSU East Bay and University Housing.
- Candidates must live on campus for both the Fall 2025 and Spring 2026 semesters.
- This position is classified as a Mandated Reporter under CSU policy