

# Senior Resident Assistant (SRA)

## Position Description

Academic Year 2025-2026

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

**Position Description:** Senior Resident Assistants are full-time students residing on campus who have served as a Resident Assistant for one academic year or more. Senior Resident Assistants strive to provide a high quality residential experience to all residents and Resident Assistants. The primary goals of a Senior Resident Assistant is to build a sense of belonging, maintain the safety of the community, educate residents on campus policies and resources, and provide mentorship to their fellow Resident Assistants. Senior Resident Assistants accomplish these goals through the responsibilities listed below:

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

- **Staff & Team Development**
  - Implement morale building activities for the Resident Assistant team
  - Mentor assigned Resident Assistants on various aspects of the role
  - Design ongoing trainings for assigned Resident Assistants based on needs/trends
  - Assist with mediation of conflicts within the Resident Assistant team
  - Facilitate regular check ins with assigned Resident Assistants
  - Track Resident Assistant completion of various tasks (Guided Conversations, etc.)
- **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.)
- Serve 20 office hours weekly to assist with Housing Initiatives
- **Training & Development**
  - Assist with the development of semesterly and ongoing training for Resident Assistants
  - 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 have held a Resident Assistant (RA) role at University Housing at CSU East Bay to apply for this position.
- 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