

SUNY Korea Resident Assistant Job Description (2019 Fall)

Job Description

The Resident Assistant (RA) is a paraprofessional position within the SUNY Korea Residential College Program. The Resident Assistants supervise and support assigned students in the IGC Residence Halls and report to the Residence Hall Director.

The RA:

- Oversees and facilitates resident hall floor student community and environment
- Is available to residents on a daily basis.
- Operates weekly RA Check In including online reporting
- Completes regular "on-duty" night hours on scheduled weeknights and weekends that include walking on rounds on SUNY Korea floors at 8 pm, 10 pm, and 12 midnight.
- Assists Residence Hall Director in the supervision of the residence hall, responding to all requests and emergencies during duty hours.
- Attends regular meetings with Residence Hall Director
- Holds Residence Hall meetings and Residence Hall events
- Enforces rules and regulations for safety and security
- Encourages personal and academic growth among the students
- Contacts the appropriate Student Housing administrator on behalf of the residents regarding issues of concern to the residents.
- Operates Room Check In and Check Out for students.
- Complete IGC Housing assignments including recycling and incident reports

Eligibility:

- SUNY Korea undergraduate students who have completed two semesters (completed U1) as a SUNY Korea student
- Lives in the IGC dormitories
- A Cumulative GPA of 2.8 or higher
- Good disciplinary standing with the University
- Free of any academic disciplinary record
- Reliable and punctual - High-level commitment of both time and effort
- Good interpersonal and communication skills
- Responsible and well-organized
- RAs may be a SUNY Korea Ambassadors, but not hold an elected USC position
- Transfer students with previous relevant RA experience may apply after one semester at SUNY Korea

Time Commitment:

- Time Commitment: 9 hours per week plus weekends and holidays during the semester as scheduled.

Compensation:

- Housing provided by IGC Housing (18 weeks)
- Stipend: 300,000 KRW per semester
- Shared Prosperity Scholarship students:
 - For those with scholarship duty hours, the position covers your required weekly work hours.
 - For those without scholarship duty hours, RA housing compensation is provided.

Hiring Period:

- August 16 through December 18, 2019
- All training and event days are required including, but not limited to: RA Training (August 16 & 17), New Student Move-In Day (August 18), New Student Welcome Week (August 19-23)

Application Process:

- 1) Application review 2) Reference check 3) Interview 4) Final Result

