Resident Assistant Job Descriptions

First-Year Resident Assistants

Students applying to become RAs in First-Year halls should have a thorough understanding of the serious responsibility associated with the role. Unlike Upperclassmen RAs, the FYRAs set the tone for the residential experience here at Trinity and make a lasting impression on their residents. FYRAs are an integral part of their residents’ transitions to college life, as they provide advice on social, academic, and personal matters and keep an eye on their residents’ wellbeing. FYRAs guide their residents through their first year at Trinity by making sure that the First-Year students are fully aware of the opportunities, rules, procedures, and traditions on campus.

First-Year Resident Assistants are responsible for completing the following tasks:

- FYRAs work closely with the Area Coordinator for First-Year Communities to help guide students through their first year at Trinity.
- FYRAs oversee a residence hall (or portion of a residence hall) with a partner they agree to work with for the duration of the year. Together, this team will oversee the same group of students through their first year at Trinity.
- FYRAs work with First-Year Mentors and PRIDE Leaders to create a valuable and enjoyable First-Year experience.
- FYRAs get to know their residents on a personal level, providing advice wherever needed.
- FYRAs attend mandatory trainings, once a semester before classes start. RAs are allowed to return to campus early each semester.
- FYRAs complete organizational tasks central to the functioning of residential life at Trinity. These tasks include: checking students in and out of their rooms at the beginning and end of the year, holding hall meetings, helping residents with Room Condition Reports, assisting with Fire Drills and Health and Safety Inspections, facilitating the end of the year Housing Lottery and communicating other information from the Office of Campus Life.
- FYRAs participate in an on call rotation so that they are on call one week at a time roughly every 4 weeks.
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- FYRAs patrol their residence hall every night when on call, and work with an Upperclassman RA to patrol all halls in their neighborhood on weekend nights.
- FYRAs hold Office Hours in their rooms, once a week for a total of two hours, during which time students may visit them to discuss questions or concerns.
- FYRAs meet weekly for a staff meeting with their Area Coordinator and the First-Year RAs.
- FYRAs are responsible for overseeing the maintenance of their building(s), including updating information on their bulletin boards, providing door tags for residents, calling in work orders for problems in common areas, and promoting general order and cleanliness within the hall.
- FYRAs put on social and educational programs once a month for their residents.

Payment: $4,500 stipend over the year and an RA Staff jacket.*

Upperclassman Resident Assistants
Upperclassman Resident Assistants are responsible for creating healthy environments conducive to learning for their residents and for ensuring the upkeep of the buildings they oversee. Different from First-Year Resident Assistants, Upperclassman RAs work with students who have already made the transition to college life, but who still benefit from a mentor who is able to provide information on college resources, act as a peer adviser, and serve as a liaison to the Office of Campus Life.

Upperclassman Resident Assistants are responsible for completing the following tasks:

- RAs attend mandatory trainings, once a semester before classes start. RAs are allowed to return to campus early each semester.
- RAs work closely with the Area Coordinator overseeing the community they work with, either Sophomore/Junior, Focused (including theme housing), or Senior Communities.
Upperclassman RAs commit to assisting with work in the Office of Campus Life: Residential Services for approximately 2 hours a week.

- RAs complete organizational tasks central to the functioning of residential life at Trinity. These tasks include: checking students in and out of their rooms at the beginning and end of the year, holding semesterly hall meetings, facilitating the completion of Room Condition Reports, assisting with Fire Drills and Health and Safety Inspections, working at the Housing Lottery at the end of the year, and communicating other information from the Office of Campus Life.

- Upperclassman RAs participate in an on call rotation so that they are on duty roughly every four weeks, for three nights in a row. They work with First-Year RAs in their neighborhoods to patrol the buildings under their watch.

- Upperclassman RAs hold Office Hours in their rooms, once a week for a total of two hours, during which time students may visit them to discuss questions or concerns.

- Upperclassman RAs meet regularly for a staff meeting with the other Upperclassman RAs working with the same community.

- RAs are responsible for overseeing the maintenance of their building(s), including updating information on their bulletin boards, providing door tags for residents, calling in work orders for problems in common areas, and promoting general order and cleanliness within the hall.

- RAs put on monthly social and educational programs for their residents.

Payment: Approximately $4,500 stipend per academic year plus an RA Staff jacket.*