

Resident Advisor Position  
Spring 2026**Immediate Supervisor:**

Respective Resident Director, Assistant Director, Director of Housing & Residence Life

**General Function:**

The Resident Advisor (RA) facilitates the social, academic, and personal adjustment of students to the residence halls and Maritime community. The RA develops a sense of community among residents as members of a floor, residents of a hall, and active participants in the residential life community. The RA serves as a positive role model to residents and peer staff members. The RA enforces the rules, guidelines, and policies of SUNY Maritime, Regiment of Cadets, and Housing & Residence Life. The RA acts as a liaison between residents and college/ Regimental administration.

**Minimum Acceptable Qualifications:**• **Academic**

At the time of application, the student leader must have registered and completed of 12 completed semester hours as an upperclassmen **undergraduate** student OR pursuing 9 completed semester hours as a graduate student at State University of New York [SUNY] Maritime with GPA of 2.5. Upon offer and acceptance of position, RAs must earn minimum 12-16 credit hours per semester [UG level]/ 9 credit hours [GRAD level] unless prior approval otherwise is obtained from the Assistant Director of Housing & Residence Life. RAs must also maintain a semester and cumulative 2.5 GPA.

• **College Residence Life Experience**

Prior on-campus living experience preferred but not required.

• **Knowledge, Skills, and Abilities**

Applicants must show knowledge of the Regiment of Cadets and/or the Maritime residential community as well as College and Residential Life policies and procedures. Applicants must also have the following abilities: to communicate well in group and individual situations; to establish rapport with a wide variety of people; to design and implement experiences to meet specific established goals; and to quickly evaluate crisis situations and respond appropriately.

**Required Duties and Responsibilities****General Needs**

- ❖ Attend and participate in weekly staff meetings as well as 1:1 meeting with respective supervisors.
- ❖ Assist in the supervision of the residence hall, responding to requests and emergencies during duty hours.
- ❖ Perform daily and weekend duty and responsibilities.
- ❖ Attend and participate in staff training sessions held prior to the beginning of each semester and throughout the year:
  - Spring Training: January 6-10, 2026
  - Opening of SP26: January 11, 2026
  - Closing of SP25: May 2, 2026
  - Possibility of additional trainings to be held at the discretion of the Assistant Director OR Director of Housing & Residential Life OR higher ranked Student Affairs official such as Dean of Students
  - **Dates are subject to change**
- ❖ Contact the appropriate Residential Life administrator on behalf of the residents regarding issues of concern.
- ❖ Be available to residents on a regular basis.
- ❖ Attend all scheduled in-services offered during non-meeting times.
- ❖ Perform other tasks as required.

**Community and Student Development Needs**

- ❖ Act as a para-counselor and advise residents regarding personal and academic concerns.

- ❖ Assist residents in their adjustment to roommate and community living.
- ❖ Design and implement passive and intentional programming for floor members that enhance the social, educational, community, and personal development of residents and connects them to the floor, building, and Maritime community.
- ❖ Actively encourage and promote involvement in Maritime community programs and activities.
- ❖ Design and construct monthly door decorations and residence hall bulletin boards decorations that coordinate with the overall residence hall theme.
- ❖ Conduct periodic floor meetings for the purpose of planning experiences, disseminating information, and explaining residence hall policies and procedures.
- ❖ Relate well to individuals of all ethnic, racial, cultural, and religious backgrounds, encouraging better understanding of cultural diversity and individual differences on the floor and in the residence hall.
- ❖ Respond to all witnessed violations of Residential Life and college policies occurring within any SUNY Maritime residence hall.
- ❖ Prepare and submit the appropriate reports to the Resident Director, Assistant Director, Director of Housing & Residential Life, and other Maritime administration within 24 hours.

#### **Administrative Needs**

- ❖ Actively inform residents of pertinent academic, college, and Residential Life information.
- ❖ Assist, as requested, in the handling of all emergency situations (e.g., fire, health, safety).
- ❖ Assist in the opening and closing of the residence halls, requiring time prior to the beginning of semester courses and time following the completion of these courses.
- ❖ Receive and promptly process requests for maintenance repairs and custodial needs received from residents.
- ❖ Assess the physical condition of rooms before and after occupancy, preparing and filing the appropriate form with the immediate supervisor in a timely fashion.
- ❖ Interpret and disseminate to the residents' information/directives from Housing & Residence Life.
- ❖ Assist in special events where Housing & Residence Life plays an important role (e.g., Accepted Students Day, First Week of Classes/Welcome Week, Orientations, Involvement Fairs, Housing Lottery, RA Selection, etc.).

#### **On-duty needs**

- ❖ During academic semester, RA active duty begins at 8AM and ends 8AM [morning]- the next day. This includes retrieval of the duty bag with a HAND to HAND exchange.
- ❖ RAs sit active duty as well as perform rounds at their respective front desk at 8PM [may be subject to change]
- ❖ RAs are required to work during College Breaks and Events [according to 2025-2026 academic calendar]:
  - Opening and Closing Weekends [in January 2026 and May 2026]
  - MLK Day [January 19]
  - President's Day [February 16]

**Please note:** Our department follows the dates of the academic calendar set forth by the Regiment, Division of Academic Affairs, Advancement, and SUNY Maritime. **Dates are subject to change via discretion of these respective departments.**

- ❖ RAs respond to lockouts, emergency situations, and policy violations.
- ❖ Monitor residence hall conditions and fill out maintenance and custodial orders as necessary.
- ❖ Note: Being on-duty is an ideal time to be visible throughout the residence hall. It provides time to visit with residents and socialize with other RAs/IDOs.
- ❖ Regular communication with duty partner, professional on duty administrator, and immediate Residence Life staff [as needed].
- ❖ College keys/ Access should never be given to non-Residence Life staff members. RAs understand that misuse of college keys/access or violation of access policies may result in termination.

If any of the above expectations are not met, the Resident Advisor may be placed in a probationary status. During that probationary period, the RA will have to adjust in their performance to meet those expectations or the staff member may be released from their position.

#### **Residence Life Staff Accountability System**

Resident Advisors are to adhere to behavior and actions indicative to the mission of the Division of Student Affairs, Office of Housing & Residential Life as well as SUNY Maritime Policies and Guidelines. Residence Life Staff reinforces and follows the

rules our department. Student staff is tasked with enforcing policies with residents and commuter students alike. If a Resident Advisor is found in violation of any University or departmental policies, said staff member is subject to the following: [re: 2025-2026 Staff Accountability Flow Chart as reference]:

<u>Performance Issue</u>	<u>Written Reminder</u>	<u>Written Warning</u>	<u>Probation &amp; Action Plan</u>	<u>Termination OR Relief of Position Pending Outcome of an Investigation</u>
Attitude	Shows Poor Attitude	Shows a Continuous Poor Attitude	Continues/ Consistently to not have a positive attitude towards guests/ visitors, DM, Supervisor, or Director	Shows No Effort to Improve Attitude towards guests/ visitors, DM, Supervisor, or Director
Staff Meeting/ Training Session Attendance	More than 5 minutes late [without proper notice]	Late [without proper notice]	Late more than once [without notice]	Possible Termination if issue/ other issues persist
Consistently Poor Administrative Work <ul style="list-style-type: none"> <li>- <i>Incomplete paperwork</i></li> <li>- <i>Failing to meet assigned deadlines</i></li> <li>- <i>Failing to put mail away properly</i></li> <li>- <i>Failing to properly lock or open the desk</i></li> </ul>	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	Possible Termination if issue/ other issues persist
Failure to Meet Staff Duties/ Expectations [including responding to emails in a timely fashion]	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	Possible Termination if issue/ other issues persist
Failure to turn in accurate documentation on time	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	Possible Termination if issue/ other issues persist
Failure to Complete Tasks assigned by the Division of Student Affairs in timely manner	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	Possible Termination if issue/ other issues persist
Poor Customer Service <ul style="list-style-type: none"> <li>- <i>Poor alertness</i></li> <li>- <i>Discourteous towards guests, students, visitors [not being helpful]</i></li> <li>- <i>Not Thinking Critically</i></li> <li>- <i>Being Unapproachable</i></li> </ul>	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	Possible Termination if issue/ other issues persist

<i>Rude Modeling</i> - Being disrespectful while behind the desk - Bad language - Not following the dress code	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	Possible Termination if issue/ other issues persist
<i>Leaving campus during duty without prior notice, leaving the desk unsupervised during your shift, not properly closing the desk when leaving for bathroom/ other approved reasons</i>		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	Possible Termination if issue/ other issues persist
<i>Failure to confront Policy Violations [based on severity of violation]</i>		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	Possible Termination if issue/ other issues persist
<i>Failure to Maintain Semester AND Cumulative GPA of 2.5 or higher</i>			1 <sup>st</sup> Offense	Possible Termination if issue/ other issues persist
<i>Failure to report to your desk shift</i>			1 <sup>st</sup> Offense	Possible Termination if issue/ other issues persist
<i>Illegal Possession/ Consumption of Alcohol and/or Drugs</i>				Automatic Termination
<i>Disclosing student information [FERPA/ Title IV laws may apply]</i>				Automatic Termination
<i>Loss of Staff Keys [if applicable]/ giving keys to someone not designated [non-student staff]</i>				Automatic Termination
<i>Misuse of Card/ Key Access</i>				Automatic Termination
<i>Behavior or Action that places student in physical/ emotional danger</i>				Automatic Termination
<i>Physical altercation with a student</i>				Automatic Termination
<i>Violation of College AND/OR Housing Policy</i>				Possible Termination if issue/ other issues persist

#### **First Warning:**

Verbal/ Written Warning/ Possible Probation-

a meeting between the Resident Advisor and Resident Director/ Assistant Director/ Director of Housing to discuss said violation or misconduct and a verbal warning will be issued. This conversation will be documented and signed off on by Supervisor/ Director and RA found responsible for violation/ misconduct.

**Second Warning:**

Written Warning/ Probation-

a secondary meeting between the Resident Advisor and Resident Director and/or Assistant Director/ Director of Housing [depending on severity] will be called into the discuss said violation or misconduct. A written warning outlining probationary limits and disciplinary action will be documented and signed off on by Resident Director and/or Assistant Director/ Director of Housing and RA found responsible for violation/ misconduct.

**Third Warning:**

Written Warning/ Possible Termination-

a tertiary meeting the Resident Advisor and Resident Director and/or Assistant Director/ Director of Housing [depending on severity] will be called into the discuss said violation or misconduct. A written warning outlining possible probationary limits or termination will be documented and signed off on by Resident Director and Assistant Director of Residential Life as well as RA found responsible for violation/ misconduct.

**Please note: Depending on the severity of misconduct or violation, RA can be subject to any variation or combination of warnings mentioned above.**

**Compensation:**

- Room fee waiver by Housing & Residence Life

In an effort to empower students within this position, each RA will have a duty partner to assist in fulfilling above expectations. Employment begins at a time designated by the Assistant Director and Director of Residential Life and is a semester-to-semester contract. Job performance will determine if you are requested to return for the following semester. Employment for subsequent years occurs through a re-application process and is contingent upon previous job performance. Reemployment is not guaranteed.

**Release of education information**

As part of the verification of enrollment and that the GPA standards and Disciplinary Standards are met, I certify that I agree to disclose my educational records to the Division of Student Affairs. I agree to disclose these records only to determine my eligibility for continued employment, for evaluation of school and department academic success, and for awards and recognition programs highlighting Resident Advisor academic success. This consent shall remain in effect as long as any issues regarding the purposes above exist.

***In addition, The Division of Student Affairs can use photos of the Resident Advisors in SUNY Maritime publications and webpages to generally promote initiatives, events, activities, and programs.***

**Contract Review and clarification can be provided upon request.**

I have read and understand the responsibilities and expectations of the RA position. I agree to abide by all College policies and procedures and to fulfill the aforementioned duties and expectations. Contract may be subject to change with advanced notice, based on budgetary constraints or divisional assessment and need.

Resident Advisor [print legibly]: \_\_\_\_\_  
Name [Print] \_\_\_\_\_ [Signature] \_\_\_\_\_ [Date] \_\_\_\_\_

Supervisor [print legibly]: \_\_\_\_\_  
Name [Print] \_\_\_\_\_ [Signature] \_\_\_\_\_ [Date] \_\_\_\_\_