

RESIDENT ADVISOR RESPONSIBILITIES & EXPECTATIONS 2026-2027

The position is contingent upon enrollment and occupancy as housing demands dictate the use of specific housing spaces. Please note that Resident Advisor assignments may change and are based on the needs of the department. Furthermore, the position/employment is not guaranteed in the event that academic and residential activities move to virtual delivery at any time during the semester/academic year.

Residence Life Expectations of an RA:

- RAs will be assigned to a community based on the needs of a particular community and the Residence Life program. This assignment could change at any time in the year based on the needs of the community.
- RAs will treat all members of the residential community with respect with regard to race, religion, ethnicity, gender, gender expression, sexual orientation, class, nationality, or ability.
- RAs are expected to be familiar with campus resources and refer residents to the correct resource.
- Employment is for one academic year. Employment is contingent on successful completion of job responsibilities (including Residential Curriculum) and performance evaluations.

Academic Expectations of an RA:

- To be considered for employment, you must have a 2.7 semester and cumulative GPA. Once hired, **you must maintain a cumulative 2.5 GPA**, and complete twelve (12) hours of coursework each semester.
 - If you fall below 12 hours of coursework, you must alert your supervisor immediately.
- RAs with a cumulative 2.0- 2.49 GPA will receive a final written reminder. An RA may only receive a final written reminder for academic performance ONE time during their entire term of employment. An RA cannot be with a cumulative GPA lower than a 2.7.
 - If you have received a final written reminder, you will build an academic plan with your Residence Life Coordinator.
- An RA who makes a cumulative GPA lower than a 1.99 will have their employment terminated.
- An RA who is enrolled in an off-campus class or enrolled full-time on a campus other than the University of Oklahoma-Norman campus must inform their supervisor immediately.
- RAs must receive permission from their Residence Life Coordinator and the Assistant/Associate Director of Residence Life should they wish to take over seventeen (17) credit hours.

Time Commitment and Community Expectations of an RA:

- The Resident Advisor position is considered a twenty (20) hour per week position.
- RAs are required to arrive prior to the beginning of the fall and spring academic semesters for staff training. Staff training dates can fall 3-4 weeks before the fall semester and 1 week before the start of the spring semester. (Specific training dates will be determined by the University Academic Calendar).
- RAs are required to complete a set number of office hours each week, not to exceed ten (10) hours. Responsibilities to be completed in this timeframe include, but are not limited to:
 - Serving as desk staff in a set front desk schedule, not to exceed five (5) hours weekly.
 - Host office hours for residents.
- RAs are required to attend weekly staff meetings and in-services on Tuesday evenings, as scheduled by your Residence Life Coordinators. RAs should make every effort to avoid scheduling classes or reoccurring commitments during this time.
 - All RAs must be available from 6:00pm – 10:00pm for mandatory weekly Staff Meetings and/or In-Service Trainings.
- RAs will participate in their area's evening duty rotation.
 - RAs are required to hold the duty phone during their assigned shifts (this includes weekdays, weekends, and holidays).
 - RAs on duty will not be allowed to leave the housing complex during duty hours.
- RAs are required to follow all health and safety protocols while they are working.
- RAs are required to complete Weekly Reports by 12pm every Monday.
- RAs are expected to complete ten (10) hours of community engagement each week. Responsibilities to be completed in this time frame include, but are not limited to:
 - Learn all residents' names and develop rapport with members of assigned community within the first three weeks of the beginning of each semester.
 - RAs will conduct a minimum of two intentional interactions per semester with each resident and log these interactions as instructed by department expectations.
 - RAs will coordinate and facilitate regularly scheduled community gatherings, meetings, programs, and other activities.
 - RAs will complete 'about me' snapshots (bulletin boards) for their floor that must be completed before move-in and remain up all year and community snapshots each month based off area need.

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Administrative Expectations of an RA:

- RAs are required to stay after finals are over in May, typically the following Tuesday.
- RAs must be in their assigned area two weekends per month. Weekend off requests are submitted to the area's Residence Life Coordinator for approval.
- RAs will be required to participate in housing or campus-wide events such as (but not limited to) Sooner Saturday, Admitted Students Day, and any additional special events. RAs will be notified of mandatory special events as the semester progresses.
- Room Checks
 - Room Checks serve as an opportunity for you to walk through your community and record/report any major damages in your community and will occur during RA training.
- Administrative tasks, as requested by a supervisor(s), are expected to be completed by assigned deadlines.
- Outside employment is limited to ten (10) hours per week and must be approved by the Residence Life Coordinator and Assistant/ Associate Director of Residence Life.
- RAs are expected to follow and complete all responsibilities and expectations as outlined in the RA Manual as well as additional expectations as outlined by the Residence Life Professional Staff.
- RAs are expected to log their hours worked on a monthly time sheet for payroll for compliance concerns.

Campus Expectations of Resident Advisor Staff:

- RAs are campus mandatory reporters. If an RA becomes aware of an alleged act of sexual assault, stalking, dating or domestic violence, sexual harassment, or gender discrimination, the RA must promptly share the information with a Sexual Misconduct Officer, the Title IX Coordinator, or any of the Associate Title IX Coordinators. Contact information available at www.ou.edu/eoo.
- RAs serve as Campus Security Authorities. (A Campus Security Authority (CSA) is an individual, who by virtue of their university responsibilities and under the Clery Act, is designated to receive and report criminal incidents to the Department of Public Safety so that they may be included and published in the university's Annual Security Report. They have completed training on appropriately handling reporting crimes, victim relations and support, and related school policies.)
- RAs will receive CSA training as directed by Residence Life and the Division of Student Affairs in Staff Training prior to every fall and spring semester.
- RAs must complete all required online training modules from the OnPoint system and provide a certificate of completion to their Residence Life Coordinator.