



RESIDENT ASSISTANT RESOURCE GUIDE

THE INS & OUTS OF APPLYING TO BE AN RA



GENERAL INFORMATION

Contract Dates

2026-2027 : **August 3, 2026 - May 8, 2027**

**Participation in both August & January trainings
before the semester starts is required!*

Benefits

Room : **A room is provided to you at no cost!**

Meal Plan : **A basic meal plan is provided to you at no cost!**

Experience : **Gain transferrable skills for any career!**

**Room and meal plan costs for the 2026-2027
academic year have not been finalized yet but RAs
receive room and board as their compensation*

HOW TO APPLY

1

Research the position. We encourage you to familiarize yourself with the responsibilities and expectations of being an RA before applying:

- ☒ Read the Resource Guide
- ☐ Talk to your current RA
- ☐ Talk to your Hall Director (HD)
- ☐ Look at the posting online *Scan me!*



2

Attend an RA Interest Session

Keep up to date about our information events via advertisements around campus and on our homepage at xavier.edu/residence-life

3

Apply on the Office of Residence Life Website

Where can you find the application?



xavier.edu/residence-life in the blue toolbar under “The Office of Residence Life” or under “About Us” and “Employment Opportunities.”

Application Deadline: January 14, 2026 (3rd day of class!)

4

Participate in the Interview Process (*Late January - Early February*)

Eligibility Requirements



Residential Experience

At this time, there is no residency requirement to apply to be an RA! We welcome applications from all current students, regardless if they live on or off campus

Academic Standing

What are the academic requirements for the position?

Employment is **contingent** upon maintaining a 2.5 cumulative & semester GPA

Cumulative
2.5 & **Semester**
2.5

When will candidates' grades be checked?

- | | |
|---|--|
| ☒ At time of applying | ☒ May |
| ☒ December | ☒ August |

Good Academic Standing	Cumulative & Semester GPA are a 2.5 or above	Any RA whose GPA drops below the minimum requirements for multiple semesters consecutively will be terminated so that you can focus on your academics
Probation	Cumulative OR Semester GPA falls between a 2.499 - 1.5	
Termination	Cumulative AND Semester GPA falls below 2.5 OR Cumulative OR semester GPA falls below 1.499	
Participation in summer courses will neither exempt you from termination following spring grades nor will it changes your probationary status going into the fall. However, unsatisfactory summer grades may impact your employment, moving your from probation to termination prior to the fall semester.		

Student Handbook - Conduct History

Eligible candidates will undergo the following:

- ☒ Student Handbook Conduct check at time of applying
- ☒ Student Handbook conduct check before starting in the position

** Candidates should not have been found responsible for a conduct violation or have active sanctions after September 1, 2025*

Training Availability



Eligible candidates **must** be available to participate in the **entirety** of training in the weeks prior to the academic semester (*beginning as early as July 31st*)

Office of Residence Life



MISSION

Guided by our Jesuit values, Residence Life at Xavier University cultivates involved, vibrant communities where students find meaningful connections, grow through shared living, and discover opportunities to practice leadership.

VISION

Xavier Residence Life strives to be the model for transformative living experiences at Jesuit institutions.

VALUES

Reflection
Discernment
Solidarity & Kinship
Service Rooted in Justice & Love
**CURA PERSONALIS
MAGIS**

RESIDENCE HALLS & APARTMENTS

First Year Residence Halls



310 Residents



460 Residents



270 Residents*



270 Residents

Upperclass Residence Halls



580 Residents



520 Residents

The Apartments are comprised of 8 different buildings.

The top floors of Kuhlman & Buenger typically house upperclass students.

*First-year students are typically housed in the residence halls shown, though specific hall assignments may vary from year to year based on availability.

Job Description

Highlights & Expectations

The Resident Assistant (RA) is an important member of the Office of Residence Life staff. RAs are student employees who play an important role in creating safe, welcoming, and inclusive communities on campus. As an RA, you will serve as a mentor, community builder, resource, and role model for your peers while helping make the residence halls a great place to live and learn. Candidates are selected on the basis of leadership skills and experiences, character, and the ability to relate well to others.

Key Responsibilities of the RA Position:

Community Building & Support

- Get to know your residents and be a **consistent, visible presence**
- Build a **positive, inclusive community** that values **respect** and differences
- Support residents with **personal, social, and academic concerns** by listening and connecting them to resources

Programming & Engagement

- Plan and host **events** that are fun, engaging, and **responsive to resident needs**.
- Encourage students to **participate** in hall and campus activities.
- Create bulletin boards and door decorations to foster a **welcoming** hall environment.

Communication & Administration

- **Share** important information from Residence Life with residents.
- Keep hallway signage, emails, and other **updates current**.
- **Report** maintenance concerns and **assist** with housing processes (room inspections, opening and closing operations, etc.).

Policy & Safety

- **Know and uphold** university and Residence Life policies.
- Serve in the **on-duty** rotation, responding to emergencies and resident concerns.
- **Address** inappropriate behavior respectfully and consistently.
- Act as a **mandatory reporter** for Title IX concerns.

Teamwork & Professional Growth

- Attend **weekly staff meetings** and supervisory **one-on-ones**, semesterly **trainings**, and on-going professional development sessions.
- **Support** your RA team and **work collaboratively** with Residence Life staff.
- Be a **positive role model** through your actions, decisions, and attitude.
- Engage in a variety of **professional and personal development** opportunities.



Additional Responsibilities

All Resident Assistants must...



Important Considerations

- Be able to participate in the entirety of **training** in August and January
- Complete a **Housing Contract** and any other housing selection components by the appropriate deadline
- Agree to **remain on campus** until all closing responsibilities (*including breaks*) have been fulfilled at the end of each semester

Administrative Responsibilities

- Strictly **adhere** to all policies and procedures regarding access to and use of Xavier One Pass and all keys issued for work-related purposes
- Complete all processes associated with the Residential Curriculum (Cura Conversations, Active Program Proposals, receipts, etc.)

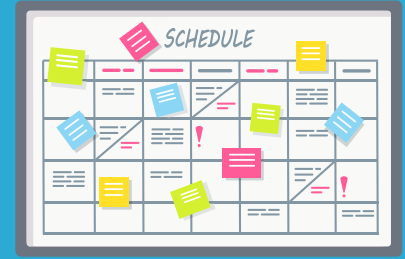
Community Building

- Be familiar with campus resources, policies, and procedures to make appropriate **student referrals**
- Work to provide open lines of communication in order to foster a **positive living environment**
- Be **present in the community** by talking with students and investing in ongoing formal and informal community building
- Complete all **Cura Conversations**

Safety & Security

- Serve on a **weekly duty rotation** from 8 pm - 8 am & weekends 8 pm - 12 pm by conducting rounds, responding to & keeping record of incidents
- Have a **working knowledge** of fire safety equipment, how to report when tampering with such equipment has occurred, & assist with scheduled evacuation alarms
- **Report** incidents of theft, vandalism, fire, threatening activity, and/or other situations as indicated through Campus Security Authority training to supervisors & XUPD
- Ensure the **physical health & safety** of residents and their guests by conducting Health & Safety Inspections, serving on duty, responding to crisis & non-crisis incidents, & working with housekeeping & maintenance staff as well as supervisors to submit appropriate documentation & administer **follow up focused** on student wellbeing & the residential experience

Components to Consider



Some time commitments associated with the role

Before the Semester

- **Participate in the entirety of training before classes start**
Anticipated to start as early as July 31st for New Hires
- **Participate in Move In Operations**
Work several shifts during Manresa and move in weekend, meet residents on your hall, & host floor meetings to get your community engaged from the jump!
- **RAs are ineligible to serve as Manresa Leaders due to scheduling conflicts**

Weekly & Bi-Weekly Commitments

- **Staff Meetings once a week**
Tuesdays at 7:30 pm for 1.5 hours
- **Duty Shift once a week from 8:00 pm - 12:00 am**
Typically Monday-Thursday constitute a week night
- **Bi-weekly one-on-ones with your Supervisor for an 30 minutes to an hour**
- **Any additional employment must be approved by your supervisor**
RAs cannot work more than 15 hours a week at another job on or off campus

Monthly Elements

- **Host an Active Program (event) once a month**
- **Design an informative &/or engaging Bulletin Board for your residents**
- **Hold intentional conversations with your residents as part of the Cura Conversation initiative**

Once a Semester

- **Complete Health & Safeties with your supervisor**
- **Attend any "In Service" Trainings**
These trainings help training be an on-going opportunity for professional & skill development as an RA

After the Semester

- **Assist with Closing Operations after the semester finishes**
RAs are contracted through the Saturday following Finals Week at 3:00 pm to close the residence halls

Most of all: Community Building

Events

Interested in hosting events to build community?

RAs will organize, plan, implement, and evaluate monthly programming initiatives within the hall. These programs should appeal to a variety of student interests to encourage residents to become active members of their community and emphasize the residence halls as a "Living & Learning" environment.

3-4
**ACTIVE PROGRAMS
PER SEMESTER**

What could be an Active Programs?

- ☐ Karaoke nights
- ☐ Craft nights
- ☐ Board game nights
- ☐ Video Game Tournaments

& SO MUCH MORE!

Express Your Creativity!

Looking to be creative?

RAs will maintain and update bulletin boards and hall decorations on a regular basis, with a mix of informational materials and community programming.

- ☐ Design Bulletin Boards several times a semester



- ☐ Make Door Decorations to welcome your residents



- ☐ Design advertisements for your monthly active programs

Skill Development & More

Characteristics

What traits are we looking for in RA candidates?

- | | |
|---|--|
| ☒ Character | ☒ Ability to Problem Solve |
| ☒ Communication Skills | ☒ Team Work |
| ☒ Concern for Others | ☒ Academic Committment |
| ☒ Openness | ☒ Willingness to Learn! |
| ☒ Organizational Skills | ☒ Relationship Builder! |

Important Deadlines

Dates that you should prioritize:



**APPLICATION
DEADLINE**



Individual interviews will be scheduled between late January and early February, keep an eye on your email for an invitation to interview!

Important Reminders

Selected candidates must complete a Housing Contract in order to be eligible for employment. Any candidate that does not complete a Housing Contract by the agreed upon date may have their offer rescinded.



Be on the lookout for communication regarding the housing selection process for next year!

Questions?

Have any remaining questions? Please contact:

Maeve Kirby, Associate Director of Residence Life
(513)745-3203 | Musketeer Mezzanine 009

Spread the word!

Do you know someone who would be great in this role?
Share this information with them, too!

