

## MINNEAPOLIS COLLEGE OF ART AND DESIGN • JOB DESCRIPTION

**Position:** Resident Assistant for On-Campus Apartments  
**Department:** Housing  
**Reports to:** Director of Housing  
**Primary Function:** Live-in position to assist residents, promote a positive building environment, and communicate student housing concerns to the College administration.

### RESPONSIBILITIES

1. Provide information, assistance and referrals to residents regarding all aspects of personal, campus and community life.
2. Explain and enforce the terms of the residents' contracts with the College.
3. Plan and implement social and informational programming for residents several times per semester.
4. Respond to emergency situations by obtaining appropriate emergency services (not required to personally render first aid); handle security and maintenance needs in the building as outlined by Housing Director.
5. Monitor maintenance of the building and grounds and the condition and furnishings of the apartments. Perform check-ins and check-outs of all residents in the building.
6. Be aware of and able to represent the opinions of residents to the Housing Office and the College administration.
7. Participate in Resident Assistant training during the month of August and new student orientation prior to each semester.
8. Attend weekly staff meetings with the Director of Housing and other Resident Assistants.
9. Comply with all College policies and regulations.
10. Maintain and wear cell phone at all times. Respond to calls promptly.
11. Assist Student Activities Coordinator and Counseling Psychologist in planning and executing student wellness and other programming on an as-needed basis.
12. Be on-campus for a designated period of time before and after the academic year and for the majority of time during semester and holiday breaks. Be in campus apartment for a minimum of four hours, at least four evenings per week.
13. Move into RA apt in early August and assist with setting up residence buildings prior to move-in day.
14. Other duties as assigned by the Director of Housing.

**Requirements:** MCAD degree-seeking student living on campus for the entire 9-month academic year with an interest in and commitment to working and living closely with other students. Able to pass the Kari Koskinen Manager Background Check. Preference is given to students who have on-campus living experience (at MCAD or elsewhere) and have been an MCAD student for a minimum of one year. Tuition exchange recipients are ineligible.

**Skills:** Strong interpersonal and communication skills; ability to make mature and responsible judgments.

**Compensation:** Credit for rent cost of College apartment. Reserved on-campus parking spot. (3/4/24)