Head Resident and Resident Assistant

University of California, Los Angeles
November, 1979

Class Specifications - A.20
Head Resident - 4125
Resident Assistant - 4126

SERIES CONCEPT

Resident Assistants are assigned responsibility for working daily with students on an individual or group basis in a residence unit in order to effect a living environment conducive to individual growth and development within the academic community and perform other related duties as required.

Incumbents work with student residents individually or in groups to help create and maintain a positive living environment; utilize knowledge of University resources in order to inform students and to make referrals when necessary; serve as advisors to student groups; attend meetings on residence hall activities, problems, or government; participate in the development of educational programming in order to meet students' needs and interests; help to identify, encourage, and develop leadership among student residents; assist students in the development of a community, in crisis management, and in individual or group problem solving; and assist other staff in dealing with student behavioral problems.

Incumbents may be assigned responsibility for implementing the daily business operations and services of the hall; may participate in regularly scheduled staff development workshops; may serve on departmental committees appointed to recommend new policies related to security maintenance and/or discipline in a residence hall; may report illnesses and assist students in obtaining medical care; may show parents, prospective students, and the general public around the residence hall; may keep up-to-date records on student contract information and identification as necessary; and may assist higher level managerial personnel in implementing the day-to-day activities in a residence unit.

The Resident Assistant series consists of two levels with the distinction between levels based on the scope and complexity of the residence hall program, the degree of involvement in program planning and development, and the degree of supervision exercised.

CLASS CONCEPTS

Head Resident

Under general supervision, incumbents are assigned responsibility for implementing the day-to-day activities affecting the welfare of approximately 200 resident students in a residence unit. Incumbents in addition to performing the range of duties outlined in the Series Concept may direct the work of 3 or more Resident Assistant and clerical personnel. This is the operational level of the series.
Resident Assistant

Under supervision incumbents assist in implementing the day-to-day activities affecting the welfare of resident students in a residence unit. Incumbents perform the majority of duties described in the Series Concept working within established policy and procedural guidelines. This is the entry level of the series.

MINIMUM QUALIFICATIONS

Head Resident

Two years of college and one year of related experience in a residence hall; or an equivalent combination of education and experience; and skills, knowledges and abilities essential to the successful performance of the duties assigned to the position.

Resident Assistant

One year of college or an equivalent combination of education and experience; and skills, knowledges and abilities essential to the successful performance of the duties assigned to the position.