



Lead Resident Assistant

Position Description & Information 2022-2023 Academic Year



Residence Life & Housing • 1016 Brush Hill Road, 1st Floor • Milton, MA 02186 • (617) 333-2252

Overview—Residence Life & Housing:

With approximately 1,600 students living on campus, Residence Life & Housing plays an integral part in the Curry College experience. Residence Life & Housing is responsible for providing a safe, inclusive, and supportive environment that students can call home. Our team promotes an engaging and inclusive residential community that fosters personal growth, civility, and student success. We facilitate student growth and development by providing learning opportunities for students to discover more about themselves, learn skills for successful living, and develop their own sense of personal responsibility. If you have questions, please do not hesitate to contact at 617-333-2252 or Marcie.harrington@curry.edu

What is a Lead Resident Assistant (LRA)?

Lead by
Educating
Advocating, &
Developing

A Lead Resident Assistant (LRA) is a student staff member of Residence Life & Housing selected on the basis of leadership, character, and ability to relate well with others. A LRA performs a variety of duties to assist the Community Director supervisor with the overall management of the Resident Assistant staff. A LRA is someone that has demonstrated leadership, teamwork, and dependability in their role as an RA, and is looking to enhance their role in Residence Life & Housing through this leadership position. The LRA assumes a higher level of leadership, contributes to programs, and assists in decision making that can strengthen both their community area and the overall community at Curry College.

The Lead Resident Assistant reports directly to the Community Director for building/area-related responsibilities and may work collaboratively with the leadership team within the department.

The Ideal Candidate:

A Lead Resident Assistant position must be a full-time matriculating undergraduate student with no less than 12 credit hours per semester for the 2022-2023 academic year. LRAs must have a cumulative Grade Point Average (GPA) of 2.50 or higher. LRAs must have at minimum two (2) complete semesters of employment as a Resident Assistant with Residence Life & Housing before beginning the LRA role. LRAs must be in good financial and student conduct standing

Compensation:

Compensation for satisfactory performance as a Lead Resident Assistant includes 100% off the Standard Room Rate, 100% off B Meal Plan rate (regardless of the meal plan you enroll in), free parking pass, and a single room. *Please consult with Student Financial Services to see if/how this may impact your financial aid awards*

LRA Position Responsibilities:

All LRA duties and responsibilities are in addition to those required of a RA (please see the Resident Assistant Position Description 2022-2023 for more information). Each supervisor may have additional responsibilities for the LRA of that staff area.

- Perform all duties and responsibilities of the Resident Assistant position as outlined in the position description and Resident Assistant Work Agreement.
- Act as a mentor and resource for Resident Assistant staff within area; assist in the mentorship of all Resident Assistants and provide appropriate performance feedback and guidance when necessary.
- Check in and conduct one-on-one meetings with each Resident Assistant within staff area twice per semester.
- Assist Community Director in the professional and team development of area staff including icebreakers, team builders, staff recognition, and continual training (if needed).
- Serve as a liaison between Resident Assistant staff and Community Director; advocate for Resident Assistant staff and notify Community Director of Resident Assistant achievements, issues relating to staff performance, or potential issues relating to the credibility and integrity of the Resident Assistant position/Office of Residence Life & Housing.
- Create and maintain monthly duty schedules for staff area.
- Assist in running weekly staff meetings including team/staff development opportunities, agenda creation, and specific time for LRA to address RA staff.
- Track and maintain Resident Assistant programming efforts for staff area.
- Serve and participate on at least one Residence Life & Housing Work Team:
 - Resident Assistant Training
 - Resident Assistant Selection
 - Resident Assistant Development & Appreciation
- Assist professional staff in Residence Life & Housing in the development and facilitation of Resident Assistant Training (August and January); LRAs are required to return early for August and January trainings.
- Assist professional staff in Residence Life & Housing in RA selection including individual interviews, group process selection, etc.
- Assist professional staff in Residence Life & Housing in the implementation of Continuing Resident Assistant Training and Education (CRATE)
- Assist professional staff in Residence Life & Housing in the implementation of the Housing Selection process.
- Provide administrative support, as needed, to the Community Director for the staff area.
- Maintain regularly scheduled office hours
- Complete other duties as assigned.