

The role period is from September 2, 2025-June 17, 2026**

The RA is an essential member of Northwestern's Residential Services team whose primary role is to create safe and inclusive communities that foster student success by facilitating the social, academic, and personal transition of residential students as they enter and move through their Northwestern experiences. RAs provide support and encouragement, as well as facilitate programs and services designed to both respond to student needs as well as to provide opportunities for education and personal growth. RAs must be comfortable interacting with university officials, faculty, parents, and guests. RAs report directly to a Resident Director or Assistant Resident Director and work with the Residential Experience Leadership Team to advance the mission and values of Residential Services.

1. Community Development: (35%)
 - a. Develop relationships through intentional interactions with assigned residents and be able to communicate interactions with supervisor.
 - i. Build community by implementing components of the Residential Experience Framework, including area and community development programming, intentional interactions, community meetings, and roommate/suitemate agreements.
 - b. Develop relationships with and between residents in assigned floor/wing, building and area.
 - c. Plan and implement programs that meet the needs of the community, as well as support Area Programs, Area Offerings, and departmental initiatives. Collaborations should include but are not limited to the Area Leadership team (Faculty-in-Residence, Resident Directors and/or Assistant Resident Directors) and elected student leaders.
 - d. Create a welcoming and supportive environment for residents through active and passive programming.
2. Communication: (15%)
 - a. Communicate regularly with Resident Directors, Assistant Resident Directors, RAs, and central office staff. Complete administrative tasks, including but not limited to weekly team and supervisor meetings, paperwork, and trainings.
 - b. Submitting work requests for facility issues. Assist residents with submitting work requests for their specific spaces.
3. Serve on a duty rotation in your assigned Area and provide Area Desk coverage: (25%)
 - a. Ensure safety, security, and policy enforcement within the residential space while on duty during weekdays and weekends during the academic year, as well as work portions of break periods when needed.
 - b. Duty nights and weekends as assigned. Duty is from 8:00 p.m.-8:00 a.m. during the weekdays and 24 hours on the weekends.
 - i. Complete walking duty rounds of assigned Area on nights and weekends. Two rounds Sunday-Thursday nights and three rounds on

Friday/Saturday nights. Additional rounds may be needed at the discretion of the Resident Director.

- c. Work at the area desk, providing customer service and a welcoming atmosphere to all.
4. Administrative Responsibility: (20%)
- a. Submit reports to the RD with details of incidents. Respond to both emergency and non-emergency situations. Properly confront, refer, and

Resident move in days: Tuesday, September 9, 2025 (first-year students); Saturday, September 13, 2025 (returning students)

Team Meetings

Every Wednesday from 9:30 p.m. – 11:30 p.m. (individual team meeting times may shift based on team availability, but all RAs must have this time available)

All Hall Opening and Closings

Fall Opening (New Students): Tuesday, September 9, 2025

Fall Opening (Returning Students): Saturday, September 13, 2025

Fall Closing: Saturday, December 13, 2025

- RAs can leave after 12:00 p.m. on Sunday, December 14, 2025, with RD permission as long as they are not assigned to a Continuous Housing location.
- RAs in Continuous Housing (1871 Orrington, 710 Emerson, and 1856 Orrington) are expected to work over Winter Break with additional compensation provided.

Winter Opening: Saturday, January 3, 2026

