

Student Housing Resident Assistant

A resident assistant is a trained student leader, selected for one semester, renewed for a satisfactory performance for a maximum of three consecutive semesters by the Head of Student Housing. The resident assistant is charged in supervising students, living in his floor in the Student Housing. He/she is available to help the Student Housing administration with issues related to student life and to ensure that his floor is a safe, friendly and supportive community for the residents.

Resident Assistant Profile

- Possess an active interest and positive attitude with the residents at Student Housing.
- Have time to perform assigned duties.
- Must have completed two or more semesters at NDU.
- Minimum cumulative Grade Point Average of 2.30 and maintain this level or better.
- Demonstrate leadership experience and skills.
- Any current or pending disciplinary probation, the status of RA will be lost.
- Any outside employment during the week or on weekends must be pre-approved by the Head of Student Housing.
- Must be present in the Student Housing from 08:00 pm until 08:00 am every day including the week ends. More than two absences without a valid excuse will cause the cancellation of the Resident Assistant status.

Resident Assistant Responsibilities:

- Interfere when any loud voice or troubles are taking place in the floor, in the escalators or in the common rooms (lobby, kitchen, TV rooms...). He/she must ask politely his/her colleagues to stop disturbing the others.
- Enforce all rules and regulations concerning student conduct.
- Check electricity and assist with the completion of ongoing maintenance tasks and any safety related programs. In case of any trouble he/she must inform immediately the front desk.

- Verify that all windows and different gates in the floor are closed at the curfew.
- Report on any abuse or misused equipments. Intervene when necessary to stop such actions.
- Welcome the new residents and explain university policies and procedures regarding security, visits, use of room facilities and furniture.
- A daily report must be given to the front office before noon.
- A weekly written report must be given to the front desk including all the details that took place in the floor.
- Contact immediately the Front Desk for any violation he/she observes.

The Student Housing Management has the right to add or modify any of the above.

The Student Housing Management agrees to:

- Give the resident assistant a 40% discount on the rental fee of the student housing room during the contract.
- To provide all support and assistance in the performance of the resident assistant duties and responsibilities.

You have to read carefully, sign this paper with the student housing manager. Signing this paper means that you already approved and you are going to abide by the above responsibilities. In case of any violation and after getting any oral or written warning, the Resident Assistant could lose his/her status.

Student name: _____ **ID#:** _____

Semester: _____

Date and Signature: _____

Approval

Approval

Mr. Paul Khoury
Student Housing Manager

Fr. Salim El Rajji
SAO Director