Welcome to the Resident Assistant role at Williston State College!

As a Resident Assistant staff member at Williston State College, you are a member of a group of individuals that are committed to the promotion of a positive educational environment within the residence halls of this college. This means that the total development of the student, including social, emotional, and physical development, is part of his/her learning experience at college. Group living in a large residence hall implies that residence halls are no longer just a place to sleep and study (the “dorm”). Large numbers of students living in a small area require that each student be responsible for his/her personal behavior, respects the rights of others in the hall, is aware of regulations and procedures, and assists in making group living a rewarding experience for all concerned.

As a resident assistant, you will be involved to one degree or another in helping shape the student’s experiences in these areas. Further, as a facilitator in activities and relationships within your hall, you play a critical role in helping students learn to live and work with others on a daily basis.

The contents of the Resident Assistant Manual are intended to cover frequently needed information on policies and referrals, as well as the basics of working with your Head Resident and students. The information is subject to revision in the future as policies and staff change. WSC Housing Office hopes this information will be useful to you in the performance of your responsibilities.

Williston State College Mission Statement

Williston State College, “Where the People Make the Difference,” is an open admission, learner-centered, comprehensive community college of the North Dakota University System providing academic transfer and occupational education, workforce training, and cultural activities to residents of North Dakota, the upper plains, and beyond. Williston State is committed to providing educational opportunities that are accessible, affordable, life-changing, and life-long.
Term of Appointment and Service

Appointment
Resident assistants are typically appointed for an academic year. Remuneration for RAs consists of a scholarship for a single room for the academic year. One-half of this scholarship is awarded each semester.

Academic Requirements
Resident assistants must maintain full-time student status and maintain a minimum cumulative and semester grade point average of 2.25. Academic progress will be checked each semester by the Housing & Safety Officer. Any RA falling below the minimum requirement will have one semester to raise his/her GPA above the minimum. Dismissal or forfeiture of reappointment is possible if the minimum is not met after the one semester “probationary” period. Any RA placed on academic probation by the college will face forfeiture of their appointment. Any RA who is placed on “academic suspension” by the college will forfeit their appointment.

Coverage
An RA or Head Resident must be available to students seven days a week. Coverage should be continuous on the weekends beginning Friday evening and ending Monday morning. If you are on duty and must leave your hall, please post your return time so residents know when they will be able to reach you. These lapses in coverage must be kept to a minimum. Head Residents will be responsible for working together to establish an ongoing schedule. An updated schedule must be submitted to the Housing & Safety Officer on a weekly basis, or whenever a change is made to the schedule previously submitted.

Rounds
“Rounds” are for the purposes of checking outside doors are secured, fire safety equipment, responding to behavior concerns, interacting with other residents in the hall and thereby letting residents know that staff is present throughout the hall.

Rounds are required throughout the hall a minimum of one time during the evening. The exact time(s) and frequency may be determined at each hall level. RAs are expected to complete all assigned rounds. They should never be skipped or shortened in any way as they provide a valuable service to all building residents.

Opening and Closing
Resident Assistants are responsible for assisting in the opening and closing of the hall at the beginning and end of the year, and all vacation periods.
Training and Meetings
RAs are required to attend the fall training session, and her meetings or in-service trainings that may be held from time to time during the school year. Any exceptions must be discussed with the Head Resident prior to the scheduled meeting.

Other Employment
WSC relies on the RA to be able to distribute their time and energy between school, work and private demands. Because of their ultimate accessibility to students in their halls, it is highly recommended that the RA not hold additional employment during their first semester. However, if a resident assistant wishes to pursue employment, he/she must discuss the options with his/her Head Resident.

Each RA will need to discuss with their Head Resident, the reasons for the employment to receive clarification about the criteria that will be used to consider the request and to learn of any expectations about the future conditions of employment. The following will be used to consider other employment: 1) financial needs, 2) relation of the job to career/academic interests. If approval is given for additional employment, periodic appraisal dates may be established to assess the RA performance.

Evaluation & Feedback
Resident Assistants can expect regular informal feedback, and one written performance evaluation from the Head Resident.

For non-returning RA’s a final written evaluation will be completed by the Head Resident and turned in to the Housing Office. RAs may be given a copy of the evaluation and are advised that it will be on file with the Housing Office for 4 years as a source for job reference.

Technology Expectations for RAs
Although technology offers many methods of communication, WSC recognizes 3 official means of communication:

- WSC e-mail
- WSC campus mailbox
- WSC phone line in the RA room with answering machine

The expectation of the Housing Office is that you check these forms of communication daily. You and your Head Resident may set up a time of day that it is expected for you to have checked all methods of communication.
**Confidentiality**

As RAs, you are privy to a great deal of information about students. In order to maintain the trust and respect of students, you must exercise discretion in the use of that information. There are a number of degrees of confidentiality ranging from not even acknowledging you have talked with a student to discussing the circumstances without giving the student’s identity. The basic guideline for sharing confidential information is that it can only be shared with other housing staff, and doing so must be intended for the benefit of the student or for the protection of the people around him/her. This is a judgment call with each situation, a judgment that should be made before, rather than after, the information has been shared.

For staff development purposes, you may need to discuss certain situations as a staff group. When the name of the student is not essential to the discussion, it should not be mentioned. Occasionally, hall RA staff need to know the particulars of a student’s behavior so they can respond appropriately when on-call. Once given that kind of information about a person, we are prone to relating to that person in a particular manner. You may know more about an individual than that individual is aware of, and should be careful not to box the person in or make unnecessary judgments.

Contrary to the guidelines of confidentiality with other students and staff, you should always keep the Head Resident up-to-date about students in the hall who are having difficulties, causing difficulties, or manifesting uncharacteristic behavior. For staff to act pro-actively, and for the Head Resident to take primary responsibility for the well-being of students in the hall, the Head Resident must be aware of specific situations and students. RAs may discuss their perceptions of students with the Head Resident without breaking a confidence; as a means to acknowledge a situation, explore possibilities, and determine an appropriate response.

You can protect yourself partially from the bind of confidentiality by acknowledging to students that your position may require you to pass on that information to the Head Resident. The confidence of the Head Resident should be emphasized as well as that passing on the information is intended for the student’s benefit rather than detriment. When a student begins a conversation with “Can you keep a secret?” you should be prepared to say that it may depend on the nature of the information and that such a promise cannot be made. Although you may fear that you will lose the student’s trust and have information kept from you, in reality your response will be a clear and honest message and will engender trust in most cases. You may be negligent (both as a staff member and as a human being) if you keep “secret” information that leads to a crisis that may have been averted by informing the Head Resident.

**Job Performance**

When a staff member’s behavior needs to be addressed, the behavior addressed will concern issues related to job performance. Concern is more with behavior that forms a consistently negative pattern than a rare occurrence of questionable judgment. The exception to this would be an isolated occurrence that blatantly disregarded expectations and job performance requirements enough to justify a strong disciplinary response.
Disciplinary interventions will be conducted on a case-by-case basis by the Head Resident and/or Housing & Safety Officer in order to consider individual circumstances. Specific sanctions do not exist for specific behaviors. The goal of such intervention is to have each individual learn from their experiences, and to move ahead in performing their job.

Range of responses:
Minimum – verbal and/or written warning
Intermediate – written warning and/or job probation
Maximum – job dismissal

Credibility
Credibility pertains to how a person’s behavior affects their ability to do their job. An often-asked question is “Where does the job end?” The best answer to this question is that it probably does not end, at least not any time there may be involvement with residents or when residents choose to raise an issue concerning your behavior on campus.

What you do is important. There are times when you might want to say, “Tonight I’m not a resident assistant”, or “There isn’t anyone here who will recognize me as a resident assistant,” but doing so ignores the reality that your choices affect your credibility and effectiveness.

Role Modeling
You are a role model to the students of the college; perhaps one of the most influential. As a staff member you must avoid creating contradictions by saying one thing and doing another. Modeling consistent and responsible behavior in your position as leaders impacts the choices you make in your personal and job lives.

RA Termination
In the case of an RA termination, the following procedures will be followed:
1. The Housing & Safety Officer will send a letter stating the reason for termination.
2. If the RA chooses to appeal the decision, the appeal process followed is provided in the WSC Student Code of Conduct.
3. An appeal will be heard based on the information provided.
4. A decision will be made and a letter explaining the reasons behind the decision will be sent to the RA and the Head Resident.

Alcohol Use and Policy Enforcement
Resident Assistants at Williston State College are expected to uphold the policies of WSC and North Dakota state law. This guideline is written to clarify the standards of behavior that have long been expectations of staff in regard to alcohol use and providing the framework for staff discussions concerning some of the personal choices with which you will be confronted during your appointment.
Legal Age Staff
Staff members who are of legal age to possess and consume alcohol within the state of North Dakota are expected to observe the state laws and College policies. If you choose to use alcohol, you are expected to do so in a responsible manner and to serve as a role model to residents and staff concerning their use of alcohol.

Prohibited activities:
- a) Providing alcohol or the means to access alcohol to underage persons (students or staff).
- b) Being in the company of underage persons where alcohol is being consumed by underage persons. This means that you avoid events where you know or expect that underage drinking will occur.
- c) Having possession of alcohol on campus.

Underage Staff
Staff members not of legal age in the state of North Dakota are expected to comply fully with the laws governing the possession of alcohol. You are expected to model behavior to other students and staff that illustrates compliance with state laws and College policies.

Prohibited Activities:
- a) Using false identification for the purpose of acquiring or consuming alcohol. This also includes the expectation that staff members not attempt to gain admittance to a drinking establishment or a place of retail liquor sales for purposes of acquiring or consuming alcohol.
- b) Consuming alcohol at any campus or off-campus party, event or drinking establishment.
- c) Requesting that another person provide alcohol to you or the means to acquire alcohol.

Alcohol Guidelines in General
- ✔ If you are under the age of 21, don’t drink. Period.
- ✔ If you are of legal drinking age and choose to drink, do so responsibly. Period.
- ✔ Don’t use a fake ID.
- ✔ Don’t buy alcohol (or provide the means to purchase alcohol) for residents or other underage students ... no matter how old you are or how old they are.
- ✔ Don’t drink with underage residents or staff members (or residents at all!) ... whether you’re of age or not.
- ✔ The nature of your job dictates that whenever you are in the residence halls, you are indeed “on duty”. Whether it is casual interaction, a medical emergency, or a life threatening situation such as a fire alarm, staff can be and are called upon at any minute of the day or night. Credibility may become an issue if you are present in the building but unable to respond due to consumption of alcohol.

Consequences of Violating Alcohol Policies
Should a staff member choose to consume alcohol or violate policies and procedures related to alcohol use and abuse, nothing short of their position is at stake. While each situation is treated individually by the respective Head Resident, should you be involved with a violation of the alcohol policy, on or off campus, you may be immediately terminated.
Helping Behavior

This guide is meant for the person who wants to be helpful to residents but who has had no formal training or experience in helping. It will provide you with a structure and hints that will help you to understand how you can help most effectively.

What you need to know about helping persons in the hall

1. Helping may be for better or worse.
   The very first thing you should know is that what you may or may not do with someone else can be harmful as well as helpful. It just makes good sense that if you can help someone, you can also hurt them. The fact is that the things you do may make a difference in the person's life. So if the person means something to you, you want to do those things that are most helpful. We call the person who you are trying to help in a helping relationship, the helpee.

2. The helper is most helpful when he or she understands and acts upon that understanding.
   Those helpers whose helpees improve are people who understand themselves and can act upon this understanding in their own lives. The helpees seek their help because they are unable to understand themselves or are unable to act upon this understanding. The helper understands the helpee and communicates this understanding to them. The helper also understands the helpee's need to do something about a problem and helps them to do something about it. Understanding and actions are the key ingredients of effective helping.

3. Helpers from within the community involved can be more effective than helpers from outside.
   People in the community are closer to problems, whether they are individual or community-wide problems. People in the community can see problems more easily through the eyes of the helpee. They also can communicate this understanding more easily to the helpee because they speak their language. The people in the community know what actions are available to the helpee because they know the community from the inside.

What is the Helping Process?

A. The helping process centers around helping a person help her/himself.
   Rather than give advice or tell a person what she/he should do, the helper should assist the person in defining the problem, and exploring and discussing as many different solutions as possible. The long- and short-term consequences of a decision should also be looked at. The goal is to have the person make his/her own decisions and assume responsibility for them. You must not put yourself in the position of being responsible for someone else's decisions.

B. The helping process goes on the basis of understanding communication, not on agreement and disagreement.
   The most important thing that the helper can do is to really listen to the person, and to try to understand what the person is feeling. The helper should also try to communicate her/his understanding and interest in the person and that person's problem.
C. The helping process mainly focuses on helping a person define and understand her/his problem, rather than on finding a “right” solution. Many times in the midst of an upsetting situation, a person can feel confused and may not clearly understand what is happening at the time, or how she/he is feeling. The best thing a helper can do is to assist the person to define and understand his/her problem.

D. Helping another person means:
   1. Having true respect for that person as a human being and as an individual.
   2. Having respect for that person’s problems, concerns and feelings.
   3. Having respect for that person’s individual differences when you are dealing with his/her problem.

E. Remember, there are many ways of helping. You can help by:
   1. Listening.
   2. Just being there.
   3. Referring the person to the helper they require or want. This may mean referring them to a counselor or agency that can help.
   4. Letting the person know you will be there if she/he wants to contact you in the future.

F. Your main responsibility in helping another person is to place that person’s needs above your own at the time. We all have our own needs which we satisfy when helping another person, and there is nothing wrong with this. The point to keep in mind is that you should not put your own needs ahead of the person you are helping. That person’s needs take priority over our own when we are helping them. We don’t satisfy our needs to the harm of the other person. This means that if you are unsure about something, realize your limitations and be able to admit these to the person you are trying to help. With that person’s permission, you can then seek help from another source. Admitting you don’t know about something is not a sign of stupidity; pretending you do know, when you don’t, is.

When dealing with a person who has a problem:
1. Show acceptance
2. Show that you are really listening
3. Show whether you understand; if you don’t understand, ask
4. Do not be judgmental
5. Do not hurry the person
6. Do not be overly sympathetic
7. Allow for some silence
8. Do not finish the person’s sentences - give the person time to do this
9. Do not reassure without being sure of the solution
10. If you don’t have an answer or suggestions, say so, and seek outside help
11. Offer help in such a way that the person can refuse it if they want to
12. Be patient – hear the person out
13. Do not tell the person that their demands are unreasonable
14. Trust your vibrations and gut feelings
15. Realize the problem may not exist, but treat it as if it does
16. Let the person know and feel your discussion is confidential
17. Be confident in your ability
18. Learn to listen to what the person is actually saying
19. Make the person feel comfortable
20. Learn to ask open ended questions
21. Share personal experiences when appropriate
22. Care about the person with whom you are talking
23. Observe things about the person
24. Help the student understand that feelings are normal

DON’T BE AFRAID TO REFER THE RESIDENT TO SOMEONE ELSE – YOU ARE NOT EXPECTED TO BE ABLE TO HANDLE ALL SITUATIONS BY YOURSELF.

Finally, A Special Note – If you feel a person has a problem, you can offer to help; but if that person does not want your help, you must respect his/her wishes.
*(EXCEPT when the person has indicated a desire to harm him/herself or someone else; in this case you must contact your Head Resident or the Housing & Safety Officer immediately.)*

Some Thoughts on the RA as “Counselor”

The RA is definitely not expected to act as a counselor in the professional sense of the word. You have neither the background nor the time to be a counselor to your residents. It is certain, however, that the relationships between the RA and residents are of extreme importance. The RA must show openness, acceptance through “talking it out.” The points listed below merit careful consideration and discussion.

1. The RA should have genuine, sincere interest in each resident, as he/she is now. The RA should be receptive and open to each resident as a person and must be consistent in attitude and action toward the individuals in the hall. It is essential to remember that no one is as they will always be. We are all in a state of becoming. Each day we learn, modify, and change somewhat; hopefully, we move in a positive direction as we become the person we will ultimately be.

2. RAs must show themselves trustworthy so the residents will feel confidence. They must demonstrate competency in carrying out responsibilities in order to gain their respect, and, in turn, must show respect for the dignity of each individual and for the confidentiality of information.

3. The RA must be fully aware of his/her own biases, prejudices, or prejudgments, which may affect his/her ability to relate to members of minority groups or to individuals whose personalities may easily clash with his/her own. Simply being aware is not enough. One must know how to handle or compensate for these barriers to, and corrupters of, interpersonal relationships.

4. You, as the RA, must learn to listen with all of your senses in order to understand that a person may be telling you one thing and really meaning another. The one who daily and loudly proclaims what a wild time he had last night may be really saying, “Somebody help me before it’s too late.”

5. Sometimes a person in a quandary is comforted by knowing that others, perhaps even the RA, have been in similar quandaries. At other times, however, being told that “everyone feels that way” makes it seem that the RA thinks this “immediate and crucial catastrophic predicament” is rather common and
insignificant. The secret lies in knowing when to commiserate, when to listen and understand, when to “joke him/her out of a slump”, and when to refer.

6. An RA should, as a rule, be wary of telling his/her own personal experiences or using him/herself as an example. RAs who talk frequently about themselves and derive satisfaction from relating their own ideas and experiences, may find that they not only know little about their residents, but that they are seeking someone else to talk with.

7. Referral does not automatically indicate severe emotional disturbance. Many times the RA lacks the knowledge, skills, or information to effectively help the individual. The point at which the RA feels inadequate or uncomfortable with a situation or an individual is the time when a referral is desirable. Referrals may be made to a resident director, an academic advisor, VP for student Services, or Housing & Safety Officer. In referring students to someone else for help, it is important that the RA do so in a positive and reassuring manner.

Referrals
Making a referral is an important and often neglected aspect of the helping process. Recognizing and accepting one’s limitations is very important in a helping situation. Referring an individual student is NOT an indication of your competency. It should be noted that the student seeking assistance might choose to accept or ignore the help made available. Your primary responsibility in making a referral is not to make this choice for the individual, but rather to expand or increase the student’s awareness of the various means of assistance, which are available.

The “When” of a Referral
1) When a student requests information or presents a concern that is beyond your level of competency.
2) When you feel that values and opinions will interfere with being an objective, non-judgmental helper.
3) If the student is reluctant to discuss a problem with you.
4) If, after a period of time, you do not believe your communication with a student has been effective.

The “How” of a Referral
The technique of referral involves discussing with the student, clearly and objectively, what you perceive to be the primary concern and the reasons for feeling that another person(s) might be of greater assistance. Encourage the person to see the Head Resident; Housing & Safety Officer; or the VP for Student Services.

Residence Hall Staff Concerns: Season Variations
Just as the students have seasonal variations of mood, you should also expect your own changes of mood concerning your position. Past experience has shown you may experience feelings much as those presented below. **
Great Expectations:
* Nothing could go wrong
* Everyone is cooperating
* Residents are wonderful people
* Professional staff is great
* RAs are enthusiastic & excited

Bleak Awakening:
* Your position requires more time than expected
* Residents don’t like me
* Professional staff doesn’t appreciate me
* Why didn’t I find another job
* Why didn’t I move into an apartment
* Additional workload because of end of semester
* Anticipation of semester and helps raise spirits

Home Stretch:
* Things aren’t so bad after all; I think I’ll make it
* Reflections of the year
* Anticipation of summer
* Pressure from finals
* I’m going to miss everyone this summer
* Additional workload because of end of the year
* Self-evaluation of your performance on the staff

Things are Going to be Different:
* Energy level backup
* This semester, I’m going to......
* More free time
* Not too many problems
* It’s good to see everyone again
* Everyone is wonderful
* Optimistic anticipation
* Spirits slowing down as February becomes a long month
* Will Spring Break ever come

** Borrowed from an unknown source
**College Alcohol and other Drug Policies**

Currently, the drug most used is alcohol; therefore, most of our policy and procedure information pertains to alcohol. With increased emphasis from Federal and State governments about illegal use, sale, and possession of alcohol and drugs, and an increased concern from our staff about abuse and misuse of alcohol, effective and consistent enforcement of the alcohol policy is a crucial part of our efforts to maintain a quality living and learning environment. However, enforcement needs to be secondary to our primary role of informing and educating residents about the policy and their responsibilities with it, educating about alcohol and drugs to help reduce abuse and misuse, intervening when behaviors show misuse and abuse, and making disciplinary responses which have developmental and learning components. Perhaps by committing ourselves to the tasks in the order presented, it may be possible to reduce the amount of time with disciplinary responses.

As a Resident Assistant, you have a shared responsibility with other student leaders and college personnel to inform, educate and support students in making responsible choices pertaining to alcohol and other drugs. Constant monitoring of behavior and promotion of responsible decision making is necessary by all of us.

We have no choice but to enforce the policy and to document violations, misuse and abuse. We do have choices about how we enforce, however. Use the following to obtain as much consistency as we can within a hall and among the halls:

Document all instances of policy violations and/or misuse and abuse occurrences.

1. When in the hall commons area, alcohol of any kind in the possession of a resident or guest:
   a. Ask for identification; document names.
   b. Have the person pour out all the alcohol in the nearest room or restroom sink.
   c. Ask non-residents to leave the hall.
   d. Complete a Rule/Violation Report; turn report into Head Resident who will submit report to the Housing & Safety Officer.

2. When a staff member responds to a room for any reason and learns of people in possession of alcohol:
   a. Ask for identification; document names.
   b. Have people in possession pour out the alcohol as noted above.
   c. Ask resident(s) of the room to have people present leave the room (the building if they are non-residents).
   d. Residents of the room are responsible for their guests.
   e. Complete a Rule/Violation Report; turn report into Head Resident who will submit report to the Housing & Safety Officer.

**Drug Policy**

All illegal drug possession and use in any area of the residence halls is prohibited by state and federal laws. Furthermore, the possession, use and sale of illegal drugs are all prohibited on the WSC campus. It is important for residence hall staff to inform residents during the initial residence hall meeting about the college policy on drug use and possession. These efforts by staff to inform residents may help avoid problems or allow staff to effectively take action when violations occur.
Staff members are not to directly confront drug use on campus and should contact the Head Resident any time they suspect drug use. If a staff member cannot reach their own Head Resident, they should call another hall Head Resident in order to facilitate quick resolution of the situation. If no Head Residents are available call the Housing & Safety Officer or the VP for Student Services.

Whether or not an actual arrest is made, the Housing & Safety Officer will “follow-up” with students who are, or are suspected to be, in violation of the policy; the “follow-up” will consist of advising the student about the policy and clarifying expectations and consequences.

Withdrawal from the College
Any hall resident wishing to withdraw from the college may choose to begin that procedure by conferring with the Head Resident or the Resident Assistant. The Head Resident and RAs are encouraged to refer students to Student Services or the student’s academic advisor when possible.

Students who have withdrawn from college must remove all of their belongings and check out of their room within 48 hours of withdrawal.

Students who withdraw from college forfeit their deposit; however they are not required to pay the breach of contract fee as they are no longer eligible to live on campus. Students who chose to move off campus are charged the $150.00 breach of contract fee.

General Contract Release Information
Release from contract will be based upon financial, medical or other special circumstances presented by the student and substantiated by other sources. The Housing & Safety Officer will review the request. Students who wish to apply for a release from their contract must submit a written request to the Housing Office. The Housing & Safety Officer will make a decision and notify that student in writing. A $150 fee and loss of security deposit will be assessed with a breach of contract.

Housing During School Break
Residents are allowed to stay over Christmas and Spring Breaks for a fee of $10/night, provided they complete the appropriate paperwork. A notice regarding this information needs to be posted for the residents prior to the breaks. Residents staying over breaks are doing so with a “no tolerance policy” meaning if they violate any rules, they may/will be evicted without any other warnings.

Key Policy
The key policy is designed with the security of students, the building and student possessions as a primary concern. Stress to students, their responsibility in securing their belongings and the need to take care in the use of their key.

Issuing Keys
The person issuing the keys should enter their initials in the appropriate area of the key issuance form. When the student turns the keys back in, the person receiving the keys should enter their initials and date under the return section.

**Lost Keys**
Any student who loses their key should be given access to their room. If they are unable to find their key, a re-key should be done. Report the lost key to the Head Resident. The Head Resident will notify the Housing & Safety Officer to initiate a re-keying. The student will be responsible for the cost of re-keying.

**Rule Violation/Referral Report**
The Rule Violation/Referral Report is to be completed as a means of documenting a disciplinary and non-disciplinary situation. This should be completed by the person (Head Resident or Resident Assistant) who encounters the situation so their supervisor is informed of what has happened. A copy should always be provided to the Housing & Safety Officer.

**Room Modifications and Painting**
Students are not allowed to paint their rooms and/or make modification in their rooms. A limited number of bunking kits for the beds are available from Campus Services and should be requested through the Housing Office.

**Room Changes**
Room changes are allowed when possible. Room changes are discouraged, and usually not allowed the first two weeks of the semester to allow time for students to settle in, establish roommate relationships, and differentiate “newness” from incompatibility. It also allows time to identify those students who did not show up for hall opening or classes.

Students requesting room changes should submit their request in writing to their Head Resident. The Head Resident may make the room change within their respective hall, and notify the Housing Office of the change. If the change is between halls, it must be coordinated through the Housing Office. Be certain all room changes are reported to the Housing Office.

Students who have been assigned a double room, but have not been assigned a roommate may be given the opportunity to pay for a single room in order to keep a single room. Those student who elect not to pay for a single room will be required to accept a roommate at anytime, or move to another room.

**Repairs**
Residents should contact either the RA or Head Resident to report a needed repair. The RA or Head Resident should notify the Housing Office of the repair needed; repairs for residence halls are coordinated through the Housing Office with Campus Services.

Extra light bulbs, garbage can liners, toilet paper, etc. can be found in the utility rooms.
Campus Service staff may be contacted for emergency maintenance issues. The Head Resident will make this determination; the RA will make this determination only in the absence of the Head Resident. Be certain it’s not an issue that could wait until morning, before calling someone in.

Lonnie --- 770-4072
Whitey --- 770-3724

**Room Checklist**
The Room Checklist is intended to involve students in the responsibility for the condition of their rooms when they vacate. We assume that all rooms are in order, complete with proper furnishings, and clean when students move into them at the beginning of the year. Our desire is not to charge students for general deterioration of a room.

Rather, our attempt is to hold students responsible for major damage, loss, and inordinate messes which they have created. By each student signing the report, we hope to be able to identify not only the room in which the damage occurred, but also the specific student within that room who is responsible for the damage.

Because it is the student’s room from the time the key is checked out to them, it is also the student’s responsibility to account for damage and condition. The Head Resident and RA staff will serve as a resource to students for procedures relative to the Room Checklist, and will be involved in evaluation of the condition or damages whenever a student moves. Cooperatively, the Head Resident and/or RA will evaluate room conditions for final charges when a student checks out.

**Initial Room Check**
The RA will explain the purpose and procedures for completion, and ask the students to return it to the RA before the day is through. If the room condition sheets are not returned by the end of the day, the RA or Head Resident will need to contact the students directly to obtain them. All Room Checklists are to be turned in to the Head Resident. Head Residents have the ultimate responsibility for collecting the Room Checklists and may alter the approach to handling this responsibility, provided the Room Checklists are returned.

**Completing the Room Checklist**
There is one Room Checklist for each student to fill out. The room number should be indicated in the appropriate place when it is distributed to the student. Have the residents fill in the space for their names and ID numbers. Both roommates should check the room together.

Each resident should indicate the condition of each item in the appropriate column, on their Room Checklist and make any written notations on the form. After filling out the Room Checklist, they should return the form to the RA or where specified by the Head Resident. Students who fail to fill out or sign the Room Checklist will be held responsible for all damages and losses in their rooms.

**Checkout**
All residents must formally check out with a RA or Head Resident. At the end of both semesters, signs should be posted in residence halls indicating end of term/year guidelines which include the requirement of an appointment to formally check out of the residence hall. The checkout sheet should be completed by the RA or Head Resident with the student’s assistance. Clearly document all damages and missing items on the check-out sheet so students can be appropriately charged. Be certain the student signs the checkout sheet on the appropriate signature line, and all their keys are collected. Any student not formally checking out will forfeit their deposit. Track check-out appointments at the end of the spring term. Contact students who have not made an appointment to check-out and encourage them to schedule an appointment. Remind them of the loss of deposit if not formally checked out.

Room Entry
A student’s room is considered to be his/her domain, and therefore, it may not be entered arbitrarily. However the college, as the leaser, in order to maintain its regulations and property and to maintain an environment that facilitates scholarship of residents, reserves the right to have its authorized personnel enter and inspect residence hall rooms as it deems necessary.

The following are specific guidelines for entering a student’s room. For the sake of fairness to the student, staff members are encouraged to always try to make contact with the student prior to entering his/her room. We must help students take responsibility for their living environment and can best do that by involving them in the procedures particular to them in maintaining that environment.

The guideline is not intended to inhibit staff members from performing reasonable services in the best interest of students, nor is it intended to infringe on students’ right to privacy. It does, however, state more clearly the procedures for the enforcement of certain regulations and safety measures. Responsibility continues to rest with the individual student for being aware of and upholding regulations established to promote and protect the general welfare of all.

It is hoped that this guideline will enable both staff and students to better understand what they may reasonably expect from one another.

1. Residence hall staff will not enter a student’s room without the permission of that student unless some condition exists that constitutes a threat to the safety or well-being of the occupants of the building.

2. Residence hall staff members are not to physically search a room, unless given permission by the resident. Drawer space, luggage, and other space specifically designated for an individual student should not be opened by the staff.

3. When a resident assistant has reason to believe that students in a room are violating a college regulation constituting a hazard to the college and to the students, it is necessary that he/she consult with the Head Resident before seeking entrance to the room. If entry is approved, staff must go to the room, identify themselves, and use the master key to gain entry.
4. If a resident assistant enters a room through the permission of a resident, and if he/she views a violation of a policy or regulation to be present, (i.e., firearms, drugs, animals, etc.), he/she must document what was observed and refer the matter to the Head Resident for immediate attention.

5. If a resident assistant believes that a threat to the safety or well-being of the building’s occupants does exist, and such danger is connected with chemicals, explosives, weapons, or other items that could cause serious personal injury, he/she should contact the Head Resident and/or the Police. The same procedure is prescribed if the danger involves assault or other acts constituting possible jeopardy to the person.

6. For purposes of safety, sanitation, and general upkeep, the college reserves the right to maintain and make repairs to residence hall rooms anytime during the school year. Physical Plant staff including custodial staff may enter any room for the above purpose even if the room’s occupants are not present. In cases of emergency and for the above reasons, staff may enter a room in the presence or absence of the room’s occupants at times other than regular working hours.

7. Although some halls are open between semesters, residence hall rooms are the property and responsibility of the college, not of the student, even though the student may have personal belongings in that room. During these closed periods, the college reserves the right to inspect, maintain, and make repairs in residence hall rooms. Further, the college reserves the right to replace damaged or obsolete furniture and remove, without the owner’s permission, any objects or materials which, in the judgment of the staff, constitute a safety or sanitation hazard.

8. Between semesters, the maintenance staff need to repair or clean student rooms, the college shall exercise reasonable care with respect to damage, loss, or theft of student’s personal belongings. Beyond exercising reasonable care, the college cannot assume responsibility for items of a personal nature that are damaged, lost or stolen.

9. There are times when residents leave for the weekend and the alarm clock is not turned off. At other times residents may be gone and the phone rings continuously. When these situations occur RAs may enter the room to correct the problem.

**Roommate(s) Rights:**
The rights of a roommate supersede those of a guest in the room. If the roommate(s) is inconvenienced by the presence of a guest, even if it is a time when guests are permitted in the building, the roommate should ask the host to have the guest leave. If cooperation is not obtained, a staff member should be contacted for assistance. The importance of this statement is to communicate to all residents that guests do not have rights that are equal to or greater than the residents of the hall, including the roommate who may not wish to have a guest in the room. This should assist in establishing rights and responsibilities with regard to the visitation policy. It should also assist in resolving roommate conflicts that occasionally arise due to differences of understanding and differences of preferences regarding the privileges that are a part of the visitation policy. This is a point that should be clearly emphasized to all residents in the fall as well as to
staff who may be asked to assist the residents in confronting a roommate and/or guest who is not cooperating.

The hall resident assumes the role of host or hostess and is responsible for the conduct of the guests. Unescorted guests will be asked to leave the hall.

The escort protocol for the hall will remain in effect from semester to semester and year to year. Any change in the visitation or escort protocol must be approved by the Housing & Safety Officer.

Hall staff will need to work to communicate the protocol to residents and non-residents, and to enforce all aspects. Meetings with residents at the beginning of the year should include discussions about the protocol and about the realities that may exist with resolving differences of interpretation and use of the visitation protocol.

Security Hours and Procedures
Each resident and staff must cooperate to provide maximum security to persons and property. Communication about security arrangements must be directed by hall staff to residents as soon as residents arrive, usually this is done at the first residence hall meeting.

Each resident is issued keys for their room security. All exterior doors are locked 24 hours a day with the exception of move-in days.

Overnight Guests in Residence Halls
Students are advised through the Code of Student Life that “overnight guests” of residents may stay in the residence halls any night of the week (for a maximum of three consecutive nights per week.) Resident must inform a hall staff member of their guest. Guests are expected to be escorted by residents. Hall staff are to notify the Housing Office of all guests. A $10/night charge will be billed to the student’s account.

Residents should be questioned if it appears that a non-resident has exceeded the three night maximum stay, or is otherwise occupying the residence hall in unauthorized status. Even though it is difficult to determine if abuse is occurring, questions should be asked if abuse is suspected.

It is the responsibility of the host to inform the guest of the rules and regulations observed in the hall. The host is responsible for the guest’s behavior and will be held accountable in the event of damages or difficulties.

The privilege of having guests may be revoked if the privilege is abused or there are violations of policies and procedures of the hall and of the college involving guests.

Visitation Policy
All residence facilities visiting hours are 10:00 am to 10:00 p.m. Sunday through Thursday, and 10:00 a.m. to 1:00 a.m. on Friday and Saturday.

**Noise Levels**
Residents and guests are expected to be considerate of other residents at all times. This means respecting another’s right to sleep, study or not be disturbed. **Generally speaking, the sound level should be such that music, etc., will be confined to the individual’s room only.** Additionally, specific quiet hours may be determined by the staff of the hall. Quiet hours imply that any noise should not be heard outside of one’s room or inside one’s room as it pertains to hallway, restroom and lounge activity. Courtesy hours exist at all other times and are a minimum condition to allow residents the right to study and sleep. Each resident is expected to initially confront any noise problem that is of concern to him/her and to call upon the staff if assistance is needed.

Hall staff members need to emphasize to residents the expectation that residents have a right to study/sleep over a “right” to make noise. Clarification is also important to residents about the meaning of courtesy hours and the consequences for violating residents’ right to study/sleep. This is a priority topic at the beginning of semesters and whenever complaints are heard about a room/individual being noisy.

Quiet hours begin at 10:00 p.m. to 10:00 a.m. Sunday – Thursday; 1:00 a.m. to 10:00 a.m. Friday and Saturday.

**Tobacco Policy**
All halls are completely tobacco free. There are outside designated smoking areas. Be certain cigarette butts are not being littered, but placed in the container provided. If not, let the Head Resident know so a determination can be made about evoking the privilege.

**Theft and Vandalism**
Unfortunately, as is typical of a multiple dwelling situation, security of person and property is a continuous problem. However, students can protect themselves and their belongings by taking a few simple precautions. The staff need to inform residents about personal and property safety.

**Disciplinary Process**
Rule Violation/Referral Report forms will be used to formally notify the Housing and Safety Officer of violations that have occurred. RA’s will complete this report and promptly submit the completed report to their Head Resident. The Head Resident is responsible to promptly submit the report to the Housing & Safety Officer. The Housing & Safety Officer will issue letters of warning, sanction, and/or eviction to the students via their WSC student mailbox.

**Appeals**
Students may appeal the Housing & Safety Officer’s decisions to the VP of Student Services. Appeals must follow the process outlined in the Student Code of Conduct.

**First Aid and Emergency Procedures**

**Fire Safety**
Use the RACE procedure.

**R – Rescue**
- Assist those in need with evacuation. Because the residence halls are not equipped with a fire alarm system, call out “Fire – check suite area for others, and evacuate the building immediately.”

**A – Alarm**
- Call 911 to report the fire.

**C – Contain**
- Contain the fire if possible, such as by closing the door.

**E – Extinguish**
- If possible, extinguish the fire. If not, evacuate yourself.

**It is very important to stay calm so that you are thinking clearly.**

**Fire Drills**
Fire drills are required to ensure residents understand the evacuation procedure and expectation in the event of an actual fire. Go over these steps during your hall meeting and inform the residents one drill will be performed each semester.

**Emergency Preparedness Plan (EPP)**
Review the EPP for Williston State College to become familiar with its content.

**FIRST AID – Your Primary Responsibilities**
- Recognize your limitations.
- Assist students who request your help with health concerns by directing them to an appropriate medical or healthcare resource.
- Report environmental, safety or public health concerns to the Head Resident and/or Housing & Safety Officer.

**APPROVED FIRST AID ACTIONS INCLUDE**
- Always using a barrier such as non-latex gloves provided in first aid kits.
- Assisting with the cleansing and dressing of minor wounds without having direct contact.
- Applying an elastic bandage.
EMERGENCIES
- Call 911 to initiate emergency responders.
- Be prepared to provide basic information about what has occurred, where you are located, and what help you have provided.
- Hang up only when directed to do so.
- When available, send another person to meet EMS responders.
- Provide care until EMS providers take over.

THINGS YOU SHOULD NEVER DO
- Discuss student health concerns with anyone other than a qualified referral source such as the Head Resident, Housing & Safety Officer, or VP for Support Services.
- Give any medications to students.
- Diagnose…such as “You have mono”, “You probably have an ulcer.”

WHERE IS THE HOSPITAL EMERGENCY SERVICE?
Mercy Medical Center is located at 1301 – 15th Avenue West or by calling 701-774-7400. From campus take University Avenue south to 11th Street. Go west on 11th Street, almost to Highway 2 & 85. Mercy is located at the corner of Highway 2 & 85 and 11th Street.

*Call 911 for transportation of seriously ill or injured students*

Students requiring transportation to a health care facility are encouraged to provide their own car or have a friend transport them.

If no student transportation is available and it is not an emergency situation, contact the Housing Office or Student Services office to assist in arranging transportation.

Resident assistants should not transport students in need of medical care.

It is the student’s decision to seek professional medical care unless it is an emergency situation.

*Emotional and Mental Health Concerns*
Student Counseling Services are provided through the Northwest Human Service Center. The Northwest Human Service Center provides individual counseling, group counseling, couples counseling, crisis counseling, consultation, and outreach programs. The office is located at 316 2nd Avenue West, Williston, ND. Hours are 8:00 a.m. to 6:00 p.m., Monday through Thursday and 8:00 am to 5:00 pm on Friday. Kelly Russo is the psychology resident on staff and may be reached at 701-774-4600. The Crisis Line is 701-572-9111.

*When to Refer a Student to the Northwest Human Service Center:*
As with many of life’s problems, earlier intervention is often better. A person who receives appropriate help sooner, rather than later, may be less likely to experience more severe symptoms or problems.
Students should be referred for counseling if they are exhibiting significant symptoms of depression, suicide, substance abuse, or other serious mental disorders. Symptoms could be considered "significant" if they cause some impairment in a student's daily functioning.

Students could also benefit from counseling if they are having difficulty coping with a loss (e.g., death or relationship breakup), if they have experienced a traumatic incident (e.g., assault or accident), if they have experienced a significant stressor, or whenever emotional difficulties interfere with daily functioning.

**How to Refer a Student to the Counseling Center**
In many cases, it may be sufficient to tell the student that confidential counseling is available from a psychologist. Encourage the student to call Northwest Human Service Center so he/she can complete the initial paperwork and be scheduled to meet with a counselor as soon as possible.

If the student is reluctant to seek counseling and you believe it is an urgent situation, let your Head Resident know or call the Housing & Safety Officer or VP for Student Services.

With any counseling situation, contact your Head Resident immediately. They can help with the referral and also work closely with you so you do not need to go it alone.

**About Counseling and Confidentiality**
Mental health counseling is confidential and we cannot legally or ethically release information about a student to anyone without his or her permission.

**Guidelines for Responding to Emotional Crises/Suicide**
Stress is a major factor in the lives of nearly all college students, though most find a way out of their own crises. Suicide attempts are at the end of a continuum of emotional stress and usually indicate that a person isn't coping, often as a result of some event or series of events they find overwhelmingly traumatic. Here are some answers to the most frequently asked questions about suicide:

1. **Why do people attempt suicide?**
Suicide attempts generally occur when a person's coping mechanisms have broken down, when they have run out of emotional energy, and are desperately looking for any remaining avenues to control an unbearable level of pain. It is often a cry for help, as a person contemplating suicide is often so distressed they are unable to see they have other options. Most suicidal people give warning signs in the hope they will be rescued, because they are intent on stopping their pain—not on dying.

2. **Aren't all suicidal people crazy?**
No. They may be acutely distressed, but not crazy. The majority of individuals who commit suicide do NOT have a diagnosable mental illness. They are people just like you and me who at a particular time are feeling isolated, desperately unhappy and alone.

3. **Doesn't talking about suicide encourage it?**
It depends on what you talk about. Talking exclusively about how to commit suicide can give ideas to people who hadn't yet thought of a plan. On the other hand talking about the feelings surrounding suicide promotes understanding and can greatly help reduce the distress the suicidal person is feeling. In
particular, it is good to ask someone directly if they are considering suicide if you suspect they are. Here are some possible approaches:

✓ "Are you feeling so bad that you're considering suicide?"
✓ "Has all your pain made you think about hurting yourself?"

4. What sort of things can contribute to someone feeling suicidal?
Risk factors include:
Significant changes or losses in:
✓ relationships
✓ well-being of self or family member
✓ body image
✓ job, school, home
✓ financial situation

Perceived abuse:
✓ physical
✓ emotional/psychological
✓ sexual
✓ social

5. How could I know if someone near me was contemplating suicide?
About 80% of the time suicidal people give warning signs, usually in clusters, and often in the hope they will be rescued. Typical warning signs include:
✓ withdrawing from friends/family
✓ loss of interest in usual activities
✓ signs of sadness, hopelessness, or irritability
✓ changes in appetite, weight, behaviors, or sleep patterns
✓ loss of energy
✓ frequent negative self talk
✓ talking, writing, or joking about suicide
✓ giving away possessions

**Do not be thrown off track by a sudden change from extreme depressed behaviors to happy-go-lucky ones, as this change may only indicate the peace of mind which has come because the person has definitely decided to kill him/herself.

If a person is highly disturbed, has formed a potentially lethal plan and has the means available to carry this plan out immediately, they should be considered at high risk of suicide.

6. So what can I do to help?

o Suicidal people, like all of us, need love, understanding and care. If someone you know tells you they feel suicidal, above all, listen to them. Then listen some more. Tell them "I don't want you to die."

o Try to form a no-suicide contract: Ask them to promise you they won't attempt to hurt themselves unless they contact either you or someone else who can support them.
Take them seriously; contact your head resident and the VP for Student Services. Don't try to rescue them or handle the situation on your own. Remember that while you can continue to support them, what happens is ultimately their responsibility.

If the crisis happens in the middle of the night, as it so often does, you can consult with your Head Resident or call the Crisis Line at 701-572-9111.

**IMPORTANT PHONE NUMBERS**

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<thead>
<tr>
<th>Phone Number</th>
<th>Description</th>
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<tbody>
<tr>
<td>911</td>
<td>Emergency</td>
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<tr>
<td>701-774-4600</td>
<td>Kelly Russo Northwest Human Service</td>
</tr>
<tr>
<td>701-572-9111</td>
<td>Crisis Line</td>
</tr>
<tr>
<td>701-774-7400</td>
<td>Mercy Medical Center</td>
</tr>
<tr>
<td>800-352-2222</td>
<td>Poison Information</td>
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</tbody>
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**Alcohol**

**Acute Alcohol Intoxication**

At one time or another, almost everyone drinks more than he or she should. Sometimes emotional factors contribute to excessive consumption. At other times, people miscalculate the strength of what they are drinking or forget they haven’t eaten beforehand. When this happens, the immediate issue is not why someone has become intoxicated, but what to do about it. The behavior of someone who has become intoxicated is unpredictable at best. There are, however, some practical approaches one can take.

Alcohol affects the brain, and a person who is heavily under its influence is not able to be rational. Therefore, to argue or attempt to reason with a person in an intoxicated condition is likely to yield only frustration for both parties. An intoxicated person can, however, sense how those around feel toward her or him. Through tone of voice, expression, and movements, one can both demonstrate concern for the welfare of the intoxicated person and try to help the person remain calm. Only time allows the body to metabolize alcohol. Drinking coffee or taking a cold shower does not reduce intoxication, and may be dangerous (e.g. risk for choking; risk of falling).

If a person becomes aggressive or belligerent, it is important to keep calm. Appearing nervous will probably transfer anxiety and accelerate the situation. Be direct, but not authoritarian. Present positive alternatives to the individual. Show respect, but define your limits and stick to them. Try to get the person seated and/or distracted if they’ve become angry. If you need help, call the Head Resident, or 911 in an extreme situation.

If an intoxicated person falls asleep or passes out, monitor his or her breathing. Do not allow the person to remain lying on his or her back. Place the individual on his/her side in the recovery position. An intoxicated
person can suffocate by vomiting while sleeping. Make sure they can be roused and can respond to questions. If they cannot respond or become uncontrollable, call for help immediately.

At all costs, an intoxicated person should be kept from driving. Have a plan for taking care of someone who has drunk too much and don’t be afraid to implement it. Offer to call a cab or allow your guest to spend the night. If he or she insists on driving, car keys should be calmly and firmly taken away.

Since even a small amount of alcohol can alter the ability to drive safely, if there is any doubt at all, use the precautions listed above.

**How do you handle an intoxicated person?**

**Dos**
- DO demonstrate concern for person’s welfare. Talk in a calm, non-judgmental voice in order to reassure him/her.
- DO find out what the person was drinking; how much, over what time period, and if the alcohol was consumed with any other drugs or medicines.
- DO explain what you intend to do, speaking in a clear, firm, reassuring manner.
- DO arrange for someone to stay with a person who is vomiting.
- DO call 911 if the person becomes uncontrollable or you sense an impending medical emergency.
- DO encourage the intoxicated person to lie down and sleep, making sure to lie on his/her side.

This prevents accidental death by choking should he/she begin to vomit. Be sure to check the person every 30 minutes for the first two hours and then every hour to make sure they are responsive and are breathing. If they do not respond, call 911 for assistance. Remember, a person’s BAC (Blood Alcohol Concentration) level may continue to rise depending on how much they’ve had to drink and how recently he/she consumed the alcohol.

**Don’ts**
- DON’T attempt to constrain the person.
- DON’T keep the person awake.
- DON’T give the person any medication, even aspirin. Aspirin may irritate the stomach lining.
- DON’T give the person food, coffee, tea, or other liquids; he/she is at risk for choking.
- DON’T induce vomiting.
- DON’T give the person a cold shower.
- DON’T assume every intoxicated person who passes out will sleep it off. Check his/her breathing at regular intervals. Don’t leave him/her alone.
- DON’T let an intoxicated individual operate a car, motorcycle, or bicycle.
- DON’T leave him/her alone.

**Life Threatening Situations**
- Unconsciousness
- Respiratory difficulties (e.g. weak breathing, cessation of breathing, bluish or pale colored skin)
- Increased, decreased, or irregular pulse. Severe circulatory problems are indicated by an irregular pulse or a pulse above 100 or below 60 beats per minute
- Vomiting while semiconscious or unconscious
- Convulsions
**Unconsciousness**

If a person appears to be unconscious, try to awaken the individual by gently shaking him/her and calling his/her name, if you know it. If the person does not respond, call 911.

Check to see if the person is breathing. If not ask someone to call 911. You should take these steps while waiting for the ambulance:

Check to see if their airway is open. If the airway is blocked, establish an airway. If breathing does not resume immediately, give artificial ventilation. When paramedics arrive, share what care has been provided, the person’s condition, and the amount of alcohol consumed.

**Rape and Sexual Assault**

*What if a resident is assaulted?*

1. Contact the Head Resident, the Housing & Safety Officer, or the VP for Student Services.

2. Encourage the Victim go for a Medical Examination

Rape victims should be examined for injuries, including internal injuries that may not be apparent. The medical provider may also test for pregnancy and for sexually transmitted diseases, including HIV. With the victim's consent, valuable physical evidence can also be gathered that may be used should he/she seek criminal charges.

You should advise victims not to shower, douche, use the restroom or change their clothing before going for the exam. Each of these activities could compromise or destroy evidence, making prosecution less likely.

2. Encourage the Victim to Report the Assault

Reporting is informing the police that an assault has taken place. Reporting the assault does not commit the victim to pressing charges or to prosecuting the perpetrator. The report should be made to the local Police Department. The victim is entitled and encouraged to have a support person (e.g. a friend, relative, counselor, or sexual assault advocate) present during the interview.
Resident Assistant Position Description

Position Summary
Resident Assistants (RA) are students whose roles are to support WSC campus residence life in facilitating a positive living/learning community in WSC residence halls.

This position is a one year appointment. RA’s will report to the Head Resident. No statement can be made as to the exact number of hours RA’s must devote to the position. This will vary from one day to the next. It should be understood that the position requires a commitment of time and effort. Being present and available to housing residents is a large part of being a successful RA.

Requirements and qualifications
- Maintain full-time student status
- Maintain a minimum cumulative and semester grade point average of 2.25
- Notify Head Resident of any other employment or extracurricular activities. If at any time these activities affect performance as an RA, the RA will discontinue involvement in these activities
- Uphold a level of personal conduct appropriate to the responsibilities of the job
- Abide by all WSC policies, as well as to state and federal laws
- Attend all training sessions, staff meetings and other events as assigned

Compensation
The RA is awarded a scholarship equal to a fully paid single room for the academic year. RA’s in Dickson Hall will be guaranteed a single room placement.

Responsibilities
Community Building
- To be formally available during designated times including check-in and check-out; on assigned weekends; and as requested by Head Resident or Housing & Safety Officer
- To be informally available to residents during the day and weeknights
- Decorate an assigned bulletin board as requested by Head Resident (not more than twice per semester)
- Create an environment of community between members living in the residence halls
- Serve as a role model for other residents, while both on and off campus
- Participate in hall meetings
- Become personally acquainted with the residents as soon as possible; be on a first name basis within the first 3 weeks.

Programming & Student Development
- Assist in implementing residence hall programs as assigned by Head Resident
- Plan and implement a minimum of 1 activity approved by Head Resident each semester that involves residents within your respective residence hall
• Work with the campus Student Life Coordinator promoting activities by participating in campus-sponsored events and activities

**Advising**
• Demonstrate an ability to listen to others and to reflect an empathic attitude
• Respect students’ needs and rights to confidentiality
• Be an information source to residents by providing information of campus activities and having knowledge of campus resources

**Staff Training and Development**
• Attend and participate in Staff Orientation & Training prior to Fall semester opening.
• Attend all required staff development sessions
• Attend all required staff meetings
• Attend summer Strength Through Sharing Conference
• Demonstrate positive leadership in the residence halls and as a member of the Williston State College team

**College Policy**
• Abide by all WSC policies, including those outlined in the WSC Student Housing Handbook and Code of Student Life
• Demonstrate common sense by avoiding situations off campus in which residents are engaging in behavior which violates college policies or state and/or federal laws

**Emergency Situations**
• Know and follow all emergency procedures
• Report emergencies using established protocol, including dialing 911 as appropriate
• Document all incidents as directed by Head Resident

**Management Responsibilities**
• Report all safety issues to the Head Resident
• Perform mail distribution, equipment checkout
• Housekeeping duties: Vacuuming hallway and common areas; cleaning laundry room, kitchenette, and public bathrooms
• Assist with check-in and check-out as assigned by the Head Resident
• Assist with administrative procedure such as room changes, roster verification, and other duties as assigned by the Head Resident

**Other**
• Exhibit patience, courtesy, understanding and common sense in establishing effective working relationships with students, faculty and staff
• Demonstrate fairness and non-prejudice when dealing with residents and staff