PARAPROFESSIONAL POSITION DESCRIPTION & EXPECTATIONS
FOR RESIDENTIAL EDUCATION ADVISORS, RESIDENT ADVISORS, SPONSORS, AND RESIDENTIAL CORRIDOR ADVISORS
Washington State University - Department of Residence Life

Paraprofessional:

Position Title and Hall:

Paraprofessional Staff Member Appointment:
5:00 p.m. Wednesday, August 3, 2005 through 10:00 a.m. Sunday, May 7, 2006.

Paraprofessionals are integral members of the Department of Residence Life and have the most direct contact with students. Their primary responsibility is to act as a facilitator for the development of residence hall community and to enhance the learning and development of each resident. In order to perform the responsibilities of a paraprofessional the following is required: knowledge of department and university information, knowledge and understanding of human behaviors, skills in academic advising, communication, decision making, leadership, citizenship, management, and teamwork. As community builders, paraprofessionals are expected to create a safe, welcoming, and supportive living environment based on WSU’s non-discrimination clause which states: “Washington State University subscribes to the principles and laws of the state of Washington and the federal government, including applicable Executive Orders, pertaining to civil rights, equal opportunity, and Affirmative Action. Washington State University policy prohibits discrimination on the basis of race, sex (including sexual harassment), religion, age, color, creed, national or ethnic origin, physical, mental or sensory disability, marital status, sexual orientation, and status as a Vietnam-era or disabled veteran in the recruitment and admission of students; the recruitment, employment and retention of faculty, staff, and students; and the operation of all University programs, activities, and services.” The paraprofessional is responsible to the supervising Residential Education Director. Time commitments vary from week to week and from one part of the semester to another. Flexibility is necessary to offer services when needed.

A. ACADEMIC RESPONSIBILITIES
1. Maintain a minimum cumulative grade point average of 2.50 and a minimum semester GPA of 2.00. If the cumulative GPA falls below a 2.00, the appointment will be terminated. A cumulative GPA between 2.00 and 2.49 will result in academic probation for one semester. A semester GPA below 2.00 may result in probation or the appointment may be terminated. By the end of any semester of probation the cumulative GPA must be 2.50 or above, and the semester GPA 2.0 or above, or the appointment will be terminated.
2. Undergraduate paraprofessionals must carry at least 10 credit hours per semester in order to maintain status as a full-time student. A first semester paraprofessional may not carry more than 16 credit hours unless receiving prior permission from their supervisor, in consultation with the Director, Associate or Assistant Director(s) of the Department.
3. Due to the time constraints and academic demands, Paraprofessional staff cannot be enrolled in graduate classes, unless approved by the Director of Residence Life. If approved, the paraprofessional must carry at least 9 credit hours in order to maintain full time student status.
4. Successfully complete the Ed Ad 497 paraprofessional educational development class.

Responsibilities specific to Residential Education Advisors:
1. Serve as the official Academic Advisor for up to 8 assigned advisees.
2. Work with faculty and staff to promote institutional academic goals and advise residents about General Education Requirements.
3. Help staff the advisor appointment sign-up tables during Fall Opening Week and the pre-registration question tables.
4. Document meetings with advisees, maintain advisee files at SALC, and
complete advisee interview forms by utilizing the First Year Advising Model.
5. Conduct academic advising in an appropriate setting where confidentiality can be maintained, such as the Advisor Office or individual student rooms. Recognize advisee limitations.
6. Facilitate academic theme programs for advisees and residents.
7. Meet with the Peer Advisor Coordinator, as directed.

B. COMMUNITY RESPONSIBILITIES
1. Paraprofessionals can expect to work an average of 19.5 hours weekly. A reasonable schedule for this work will be determined through negotiation with the immediate supervisor and will include regularly scheduled responsibilities (i.e., staff meetings, student advising, government and supervisory meetings, committee work, desk hours, etc.) and availability time (i.e., being on duty, responding to emergency situations, etc.)
2. Visibility and availability to residents are priorities, a minimum of 3-4 nights/week, as specified by immediate supervisor; therefore, a paraprofessional planning to be away from campus overnight or for a weekend must get prior approval from their supervisor.
3. Paraprofessionals will actively support the Department of Residence Life’s Mission Statement, facilitate the growth and development of all residents, respect all students, support appreciation of diversity, and maintain a healthy floor/hall community environment.
4. Any employment outside of Residence Life must first be approved by the supervisor, in consultation with Central Staff. Any involvement opportunity taking the paraprofessional out of the residence hall for more than 10 hours per week must also be approved by the supervisor.
5. Respect the confidential nature of student records and communications; maintain a high level of confidentiality with residents.
6. Maintain an environment conducive to academic study; set a floor GPA goal per semester.
7. Hold at least one living group meeting/activity per month in consultation with living group leaders to build community and to address residents’ concerns by developing written, posted, and agreed upon community standards.
8. Attempt to know each resident well enough in order to assist them with personal, social, and academic concerns.
9. Maintain a welcoming environment for residents by providing door decorations and facilitating the development of and a combination of informational, educational, and entertaining bulletin boards.
10. Fulfill the Departmental programming requirements.
11. Role model and encourage respect for individual differences and similarities.
12. Actively intervene and document all disruptive situations. Provide accurate written information about all community disruptions within 24 hours of the incident. Encourage students to uphold community standards.
13. Abide by and enforce Washington Administrative Codes and departmental policies found in the Housing and Dining Policies pamphlet, Housing contract, and the WSU Student Handbook.

C. HELPING RESPONSIBILITIES
1. Be familiar with campus and community services, respond to crisis and emergencies, and serve as a resource/referral agent.
2. Orient students to academic advising resources. Ensure that all academic information is current and accurate.
3. Meet with each resident to identify individual concerns, conflicts or talents, and discuss these behaviors with the student. Track residents concerns/issues with written documentation and keep supervisor apprised of resident progress on a regular basis.
4. Help residents resolve personal concerns, especially in regard to relationships, interpersonal skills, and academic problems through support and campus resources referrals.
5. Assist students in their academic pursuits through individual attention, sharing information, teaching academic skills, and offering educational programming.
6. Encourage residents to develop social, academic, and interpersonal skills by promoting student involvement and leadership.

D. LEADERSHIP RESPONSIBILITIES
1. Demonstrate exemplary behavior and follow all departmental and university policies.
2. Role model integrity-based decision making skills both on and off campus.
3. Provide government and hall program support through participation in regular government meetings, programs, and events.
4. Identify resident concerns and work to remedy these situations.
5. Help residents resolve personal concerns, especially in regard to relationships, interpersonal skills, and academic problems through support and campus resources referrals.
6. Assist students in their academic pursuits through individual attention, sharing information, teaching academic skills, and offering educational programming.
7. Encourage residents to develop social, academic, and interpersonal skills by promoting student involvement and leadership.

E. MANAGEMENT RESPONSIBILITIES
1. Actively participate in the opening and closing of the residence halls.
2. Ensure distribution, completion, and collection of all survey and assessment instruments used by the Department, Student Affairs, and the University.
3. Meet with the Peer Advisor Coordinator, as directed.
4. Any paraprofessional out of the residence hall for more than 10 hours per week must also be approved by the supervisor.
5. All returning parapros are required to participate in at least one departmental committee. New parapros are strongly encouraged to participate in departmental committees.
6. Perform other duties as assigned by supervisor or the Department of Residence Life.
7. Actively promote positive working relationships with staff, which includes modeling open and direct communication, and constructively addressing/resolving issues or concerns.

F. TEAM MEMBER RESPONSIBILITIES
1. Actively participate in all training sessions and model a positive attitude.
2. Reserve Wednesday evenings from 7 -10 p.m. for staff and departmental meetings.
3. Use of WSU email address to ensure best possible communication is mandatory.
4. All paraprofessionals are expected to work two hours each week at the hall desk, as an Administrative Assistant to the RED, or as assigned by the Director of Residence Life.

G. DEPARTMENTAL RESPONSIBILITIES
1. Be available to work at least one student vacation break period.
2. The break period I am most willing to cover is (there is extra compensation for working breaks).
   - Thanksgiving (November 19 – 26)
   - Semester (Dec. 17 – January 4)
   - Spring (March 11 – 18)
3. Properly use all residence hall keys. Loss of keys may result in payment of a minimum of $200.00 for replacement and consequent re-coring of locks. Misuse of the master key may subject a staff member to termination and/or criminal prosecution.
4. All paraprofessionals except REAs are expected to work two hours each week at the hall desk, as an Administrative Assistant to the RED, or as assigned by the Director of Residence Life.

H. PARAPROFESSIONAL TIMELINES
1. Active participation in all training sessions. These training sessions are mandatory and a condition of your appointment. These dates include, but are not limited to:
   - Fall Training – 5:00 p.m. Wednesday, August 3, 2005.