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# Example of Resident Advisor Job Description

Our innovative and growing company is looking to fill the role of resident advisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for resident advisor

* Communicates in an effective manner with co-workers regarding residents' daily living activities
* Assumes a leadership role, particularly during crises, to affect calm and effective solutions
* Reports any inconsistencies, conflicts or problematic situations to the School Director, Housing Director or Accommodation Manager
* Responds appropriately and effectively to directives assigned by the Housing Director
* Ensures a safe environment for both residents and co-workers
* Participates in meetings and training sessions, as scheduled
* Properly identify resident before rendering any care
* Receive report/instructions from the previous shift R.A
* Complete assignments and report to the responsible Manager/Social Worker
* Maintain the cleanliness of the home

## Qualifications for resident advisor

* Customer Service Experience, or Resident Advisor Experience
* Must possess PC skills including basic MS Office applications
* Innovative, organized and pay attention to detail
* Must be social, fun and work well with a team
* Creative & highly motivated with lots of common sense is key
* Ability to remain professional & authoritative, while also maintaining a warm & friendly attitude