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# Example of Resident Advisor Job Description

Our growing company is hiring for a 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

* Report any illegal activity to Public Safety immediately
* Report any violations of the housing agreement to Human Resources immediately
* Maintain records of violations or any tenant to tenant disputes that are resolved
* Maintain open communication with the employee housing department
* Coordinate employee activities weekly
* Provide Housing Manager with list of custodial and maintenance supplies and needed repairs to ensure proper supplies are on hand and repairs are done in a timely manner
* Remain visible and available to the residents during the evening hours
* Assess possible emergency situations and conduct emergency response when required
* Assist in organizing activities for residents
* Handle daily administrative tasks to ensure maximum business efficiency, update and maintain contact management system

## Qualifications for resident advisor

* Superior oral communications skills to effectively present information, respond to questions and negotiate
* Advanced analytical skills for interpreting complex program and political issues and thinking innovatively and creatively
* Superior writing skills, clear and persuasive and experienced enough to edit all types of team documents
* Established network, through years of experience, of significant contacts and political leaders
* Experienced management and leadership skills in order to lead, inspire and motivate team members and program participants
* Experience with Google Apps (Gmail, Calendar, Google Drive, G+, ) strongly desired