

IVY TECH CYBER ACADEMY

Resident Assistant Responsibilities

The RA acts as a liaison between the students and Grizzly Operations Point of Contact (POC)/ Program Manager (PM). RA also communicates necessary info to the Commute Ambassador (CA). As the RA, the selected student will be a leader for the rest of the Cohort, leading problem solving, program assistance and dorm building management.

1. Problem Solving
 - Emergency Response
 - Emergency Building Maintenance
 - Through Grizzly Point of Contact (POC)
 - Dorm lockout/stranded students
 - Internal Disputes
 - Troubleshoot Wi-Fi issues
 - Coordination through POC with MUTC IT assistance if past RA understanding

2. Assist with move-in (out)/check-in (out) days
 - Arrives day prior
 - Reviews procedures/information/responsibilities with POC
 - Meets Grizzly Ops contacts

3. Day-to-day Management
 - Room checks weekly
 - Liaison for MUTC information to and from POC
 - Maintains building standards (general cleanliness, common areas/bathrooms cleaned by staff)
 - Provides initial counseling/disciplinary actions of students
 - Coordinates or assists in creating team building events.
 - Example would be pizza night and playing pool, etc.
 - Dependent on desire of other students
 - Responsible for dorm parties overlook
 - Ensuring underage drinking doesn't occur
 - Relaying party, with alcohol, requests

4. RA must be open to additional duties that are not listed as needs arise. They will work closely with the Grizzly POC and have a general understanding of the base operations.