

Remote Resident Assistant

Office of Residence Life

St. Mary's University

Spring 2020

Remote Resident Assistants (RAs) are essential members of the Office of Residence Life team. In order to support residents as they navigate their virtual university experience and help them succeed in their academic goals, Remote RAs will focus on the following areas.

- Make yourself available to residents via phone or video conferencing platforms and respond to their needs.
- Support student success by sharing information regarding campus resources related to well-being, academic success, and making appropriate referrals and follow-ups.
- Inform and update your supervisor of any students with possible emotional, physical, and/or mental health adjustments/concerns.
- Respond to any safety and security needs regardless of being on or off-campus.
- Participate in 1:1s with supervisor. 1:1s will be held via phone or video conferencing platforms. They are designed to check-in, provide updates, and share resources.
- Monitor email correspondence from supervisor(s) and/or Residence Life staff, and respond accordingly.

To-Do Checklist:

- Extend individual invitations to each assigned resident to meet through phone or video conferencing platforms for one optional individual 1:1 conversation **by Friday, April 10th, 2020**.
- Create a schedule to manage 1:1s with residents...whatever makes sense to you.
 - Example Tools to Consider: [Sign-Up Genius](#), [Doodle](#), Google Spreadsheets, etc.
- Schedule a check-in with your supervisor; frequency of these will be determined by you and your supervisor.
- Conduct all remote 1:1s with assigned residents by **Friday, April 24th, 2020**.
- Explore options for video conferencing tools.
 - [Zoom](#), Google Hangout, Skype, FaceTime, etc.
- Track themes from 1:1 conversations via [Google Spreadsheets](#).
- Facilitate one optional community program through phone or video conferencing platforms to bring residents together for the purpose of connection. To be completed by **Friday, April 24th, 2020**.

Engage residents in dialogue around the following 4 main themes/questions:

Questions to Ask Residents:	Other Follow-up/Related Questions You Can Ask:	Helpful Resources to Share Based on Questions You're Asking:
1. How are you doing? How are you taking care of yourself?	<ul style="list-style-type: none"> • How are you managing personal connections with people that you care about/are important to you? 	<p>Mental Health While Self-Isolating: https://youngminds.org.uk/blog/looking-after-your-mental-health-while-self-isolating/</p> <p>Staying Healthy By Self-Isolating: https://www.goodhousekeeping.com/uk/health/health-advice/a31697332/staying-fit-healthy-self-isolating/</p>
2. Given the transition to online classes, how have classes been going for you?	<ul style="list-style-type: none"> • Are you aware of where to get information on StMU adjusted services on campus? 	<p>StMU Emergency Notifications page: https://www.stmarytx.edu/emergency/</p> <p>Resources for Participating in Online Classes: https://gateway.stmarytx.edu/group/mycampus/services/tsc/keep-learning</p> <p>Rattler Success Center: https://gateway.stmarytx.edu/group/mycampus/rattler-success-center</p>

<p>3. How can I, Residence Life, and/or the University be helpful/supportive to you during this time?</p>	<ul style="list-style-type: none"> • Are you aware of where to get information on StMU adjusted services on campus? • How do you continue to stay informed with updated information regarding COVID-19? • What questions do you have? 	<p>StMU Emergency Notifications page: https://www.stmarytx.edu/emergency/ Centers for Disease Control and Prevention (CDC): https://www.cdc.gov/coronavirus/2019-ncov/index.html World Health Organization (WHO): https://www.who.int/emergencies/diseases/novel-coronavirus-2019/events-as-they-happen</p>
<p>4. Have you completed the 2020 Census? (Yes or No)</p>		<p>Questions from the Census (example): https://drive.google.com/file/d/15z00o8d8kwX1gntMIAck2xJjuGWN-eSe/view?usp=sharing Deadline for students to complete the Census questionnaire is Friday, April 24th, 2020. It will be available to students via Gateway. Students will be prompted to complete it each time they log onto Gateway.</p>