Summer Resident Assistant Job Description

PURPOSE: Summer Resident Assistants (SRA) provide administrative support and assistance to the Area Coordinator and assist to develop a Christ centered living, learning community.

REPORT TO: Area Coordinator  POSITION: 3.5 month position, corresponding to summer housing schedule.

ESSENTIAL RESPONSIBILITIES:

1. Student Leader
   a. Communicates and models University standards and policies.
   b. Serves as a role model for responsible behavior, personal integrity and spiritual maturity.
   c. Be able to handle emergency situations involving persons and/or facilities; follow all emergency protocols.
   d. Confronts inappropriate behavior when it occurs and takes necessary follow-up steps (reports, advising, referrals)

2. Team Member
   a. Attends bi monthly staff team meetings with Summer RA team and one on one meeting with and AC – as needed.
   b. Engages in close working relationship with the AC and treats other staff members with courtesy, respect, and consideration.
   c. Attends all training sessions.
   d. Supports summer programs within the living area through attendance and/or promotion.

3. Community Builder
   a. Establishes an environment where each student is respected, encouraged and nurtured.
   b. Executes programming and connection events that facilitate community within the summer residential community.
   c. Mediates conflict and helps residents take responsibility for their choices.
   d. Spends at least 15 hours per week actively engaged with residents.

4. Floor Administrator
   a. Be familiar with the Community Handbook.
   b. Assists with residence hall check-in and check-out
   c. Conducts floor/building meetings as directed by the AC.
   d. Provides on-call coverage for living area as assigned by AC and outlined in the Summer RA Manual.
   e. Distributes Res Life and Housing information to residents as needed.
   f. Monitors building maintenance issues and reports problems as they arise.
   g. Assist with reports as required by the AC (incident reports, room changes, surveys, etc.)
   h. Maintains a presence on campus.
   i. Fulfills other administrative duties as assigned by AC.

5. Peer Counselor
   a. Learns and incorporates effective listening techniques and treats residents with courtesy, respect, and consideration.
   b. Confronts and counsels residents who are struggling with personal, spiritual academic, or lifestyles issues.

QUALIFICATIONS:

- Current student of Northwest University and is planning on returning to NU in the fall.
- Committed to Christ and the mission of Northwest University.
- Excellent citizenship record.
- Must be able to demonstrate the ability to succeed academically. A 2.5 GPA or greater is required.
- Ability to work cooperatively in a professional manner with students, faculty, staff and all others.
- Good interpersonal relationship skills.
- Must be open to growing in all areas of personal development.

COMPENSATION:
For the summer months, SRAs will receive free housing cost (room) and be placed into a private room in a student apartment.