

RH Resident Assistant (RA) Job Description

PURPOSE: Resident Assistants provide administrative support and assistance to the Area Coordinator and assist to develop a Christ-centered living and learning community.

REPORT TO: Area Coordinator

POSITION: Nine-month position, corresponding to academic year.

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, including spiritual life credit.
- c. Is knowledgeable about the academic resources and advising departments.
- d. Able to handle emergency situations involving persons and/or facilities; follows all emergency protocols.
- e. Confronts inappropriate behavior when it occurs and takes necessary follow-up steps (reports, advising, referrals).

2. Team Member

- a. Attends staff team meetings with RA team and regular one-on-one meeting with an AC.
- b. Engages in close working relationship with the AC and treats other staff members with courtesy, respect, and consideration.
- c. Attends all training sessions and retreats as well as team building times.
- d. Supports staff programs within the living area through attendance and/or promotion.
- e. Assists with the Residence Life selection process in the spring semester.
- f. Participates in Residence Life Student Staff Development Training (UNIV 3561) – registration is optional.

3. Community Builder

- a. Establishes an environment where each student is respected, encouraged and nurtured.
- b. Executes programming as specified in Residence Life manual that facilitates community within their living area and the rest of the campus.
- 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. Is familiar with the Community Handbook.
- b. Is familiar with the Residence Life Manual and adheres to its policies and procedures.
- c. Assists with residence hall check-in and check-out.
- d. Conducts floor meetings as directed by the AC.
- e. Provides on-call coverage for living area as assigned by AC and outlined in the Residence Life Manual.
- f. Distributes Residence Life and Housing information to residents as needed.
- g. Monitors building maintenance issues and reports problems as they arise.
- h. Assists with reports as required by the AC (incident reports, room changes, surveys, etc.)
- i. Maintains a presence on campus approximately three weekends per month.
- j. Fulfills other administrative duties as assigned by AC.

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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.
- c. Recognizes situations requiring referral to AC and/or Counseling Services and refers accordingly.

QUALIFICATIONS:

- Current student of Northwest University.
- Committed to Christ and the mission of Northwest University.
- Excellent citizenship record.
- Demonstrated the ability to succeed academically. A 2.5 GPA is required.
- Ability to work cooperatively in a professional manner with students, faculty, staff and all others.
- Good interpersonal relationship skills.
- Open to growing in all areas of personal development.

COMPENSATION:

For the academic year, RAs will receive free housing cost (room & board) and be placed into a private room in a residence hall. **However, RAs will have the option of selecting a roommate if they prefer.*

Overview:

MANDATORY DATES:

<input type="checkbox"/> Housing Informational Night	March 20 th , 2019
<input type="checkbox"/> Student leadership spring retreat	March 29 th – 31 st , 2019
<input type="checkbox"/> Apt Selection Night (for Apt RAs)	April 24 th , 2019
<input type="checkbox"/> Room Rush (for RH RAs)	April 25 th , 2019
<input type="checkbox"/> RA fall return date to campus*	August 9 th , 2019
<input type="checkbox"/> Residence Life & student leadership fall training (including Orientation)	August 9 th – 25 th
<input type="checkbox"/> Mid semester student leadership training	October 22 nd , 2019
<input type="checkbox"/> Fall exit date*	Sunday after finals
<input type="checkbox"/> RA spring return date to campus*	January 10 th , 2020
<input type="checkbox"/> Residence Life and student leadership winter training	January 10 th – 13 th , 2020
<input type="checkbox"/> Spring exit date*	Monday after graduation
<input type="checkbox"/> On call week	Finals week (fall and spring)
<input type="checkbox"/> Weekly staff team meetings with RA team	Tuesdays 9:00 – 10:30 pm
<input type="checkbox"/> Weekly 3 on 1 meetings with RAs (GPC RAs only)	As set by AC/ACC
<input type="checkbox"/> Regular one on one meetings with AC	As set by AC
<input type="checkbox"/> Residence Life class	Thursdays 3:30 – 4:20 pm
<input type="checkbox"/> Fall staff retreat	TBD

**Actual return/exit dates will be communicated by DRL/AC; please leave entire day open/available.*

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PROJECT ASSISTANCE AND OTHER RESPONSIBILITIES:

- Develops, prepares, and implements programs and events.
- Assists in the Residence Life selection process in the spring semester as needed.
- Assists in conducting Health and Safety checks (each semester).
- Serve on-call in living area on rotation with other staff members as directed by the AC and outlined in the Residence Life manual.
- Serve on-call in living area on rotation with other staff members for one segment during Thanksgiving, Christmas, Spring Break, Easter, and other holidays as directed by the AC.
- Actively participate during all programming events that are presented by the AC (Welcome Week, Screaming Eagles' Week, Last Lecture, etc.)
- Follow the guidelines and expectations outlined in the Residence Life manual, training sessions, and Residence Life and Housing procedures.
- Actively engages in campus community 15 hours per week.
- Seek to grow from performance evaluations conducted by AC during the fall semester.
- Limit outside commitments to 10 hours a week and seek permission and council from the AC when saying yes to other commitments.**

READ:

- The Residence Life manual and be familiar with its contents.
- The Community Handbook and be familiar with community policies and procedures.
- The Living Area Manuals found on the housing website.