

Resident Assistant (RA) Job Description - Apartments

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

REPORT TO: Apartment 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. Knowledgeable about the academic resources and advising departments.
- d. Able to handle emergency situations involving persons and/or facilities; follow 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. Intentional Investor

- 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.

4. Accountability Ambassador

- 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 apartment check-in and check-out.
- d. Conducts living area meetings as directed by the AC.
- e. Provides on-call coverage on a rotation for living area as assigned by AC and outlined in the Residence Life Manual. This also includes breaks when school is not in session.
- f. Distributes Residence Life and Housing information to residents as needed.
- g. Assists in conducting Health and Safety checks (each semester).
- h. Monitors building maintenance issues and reports problems as they arise.
- i. Assist with reports as required by the AC (incident reports, room changes, surveys, etc.)
- j. Maintains a presence on campus approximately three weekends per month.
- k. Fulfills other administrative duties as assigned by AC.

5. Culture Creator

- a. Establishes an environment where each student is respected, encouraged and nurtured.
- b. Encourages and equips student responsibility.
- c. Executes programming as specified in Residence Life manual that facilitates community within the student apartments and the rest of the campus.
- d. Assists in the Residence Life selection process in the spring semester as needed.

Resident Assistant (RA) Job Description - Apartments

- e. Actively participate during all programming events that are presented by the AC (Welcome Weekend, Screaming Eagles' Week, Last Lecture, etc.)
- f. Mediates conflict and helps residents take responsibility for their choices.
- g. Spends at least 15 hours per week actively engaged with Residence Life responsibilities and the campus community.

QUALIFICATIONS:

- Current student of Northwest University.
- Committed to Christ and the mission of Northwest University.
- Demonstrated the ability to succeed academically. A 2.5 GPA or greater is required.
- Excellent on-campus citizenship record.
- Has demonstrated previous involvement, effort and presence on campus.
- Ability to work cooperatively in a professional manner with students, faculty, staff and all others.
- Good interpersonal relationship skills.
- Follow the guidelines and expectations outlined in the Residence Life manual, training sessions, and Residence Life and Housing procedures.
- **Limit outside commitments to approximately 15 hours a week and seek approval from the AC when saying yes to other commitments.**

COMPENSATION:

For the academic year, APT RAs will receive free housing cost (room), \$100 per semester in flex dollars and guaranteed placement in the campus apartments (with three roommates).

Overview:

MANDATORY DATES:

<input type="checkbox"/> Housing Informational Night	March 16, 2022
<input type="checkbox"/> Student leadership spring retreat	April 2, 2022
<input type="checkbox"/> Apt Selection Night (for Apt RAs)	April 12, 2022
<input type="checkbox"/> Room Rush (for RH RAs)	April 13, 2022
<input type="checkbox"/> RA fall return date to campus*	August 11, 2022
<input type="checkbox"/> Residence Life & student leadership fall training (including WW)	August 12 - 28
<input type="checkbox"/> Mid Semester Training	TBD
<input type="checkbox"/> Fall exit date*	Sunday after finals
<input type="checkbox"/> RA spring return date to campus*	January 6, 2023
<input type="checkbox"/> Residence Life and student leadership winter training	January 6-8, 2023
<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	As set by AC
<input type="checkbox"/> Regular one on one meetings with AC	As set by AC
<input type="checkbox"/> Residence Life class	Thursdays 3:30 – 4:30 pm
<input type="checkbox"/> Staff retreat	TBD

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