

# Resident Assistant (RA) Job Description - Apartments

---

**PURPOSE:** Apartment Resident Assistants provide relational connection and resources to residents, administrative support and assistance to the Area Coordinator and assist to develop a Christ-centered living and learning community. RAs are called to be intentional investors, culture creators and accountability ambassadors so that they can develop disciples within the apartment living area.

**SUPERVISED BY:** Apartment Area Coordinator

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

Selected RAs will be trained, equipped, and supported to carry out the following responsibilities.

## **ESSENTIAL RESPONSIBILITIES:**

### **1. Student Leader**

- a. Spends at least 15 hours per week actively engaged with Residence Life responsibilities and the campus community.
- 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.

### **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-initiated developmental and social 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) throughout academic year – credit is optional.

### **3. Intentional Investor & Disciple Developer**

- a. Spends intentional and adequate time weekly connecting with residents in passing, at a meal, over coffee or a meal, etc.
- b. Learns and incorporates effective listening techniques and treats residents with courtesy, respect, and consideration.
- c. Leads weekly Life Groups and engages residents in thoughtful conversation related to spiritual formation
- d. Confronts and counsels residents who are struggling with personal, spiritual, academic, or lifestyles issues.
- e. Recognizes situations requiring referral to AC and/or Counseling Services and refers accordingly.

### **4. Accountability Ambassador**

- a. Is familiar with the Community Handbook & Residence Life Manual and adhere to the stated policies and procedures.
- b. Confronts inappropriate behavior when it occurs and takes necessary follow-up steps (reports, advising, referrals).
- c. Assists with residence hall check-in and check-out, Healthy and Safety Checks and other residence life and housing processes as necessary.
- d. Conducts floor 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. 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. Spends 2 hours per week in the student development office doing “office hours.”
- j. Fulfills other administrative duties as assigned by AC.

#### 5. Culture Creator

- 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. Encourages and equips student responsibility.
- d. Mediates conflict and helps residents take responsibility for their choices.
- e. Assists in the Residence Life selection process in the spring semester as needed.
- f. Maintain an active presence on campus.
- g. Actively participate during all programming events that are presented by the Residence Life Team
- h. Invest in supporting campus programming through attendance and volunteerism, as needed (Welcome Weekend, Halls-O-Ween, Family and Homecoming Weekend, and Serve Day to name a few).

#### QUALIFICATIONS:

- Current traditional undergraduate student at Northwest University.
- Committed to Christ and the mission of Northwest University.
- Demonstrated the ability to succeed academically. A 2.5 GPA is required (cum and Fall 22).
- Has demonstrated previous involvement, effort, and presence on campus.
- Ability to work cooperatively and professionally with students, faculty, staff, and all others.
- Good interpersonal relationship skills.
- **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), \$125 per semester in flex dollars and guaranteed placement in the campus apartments (with three roommates).

## Overview:

#### MANDATORY DATES:

<input type="checkbox"/> Student leadership spring retreat	March 23, 2024
<input type="checkbox"/> RA meeting about HSN	April 14, 2024 at 8:00pm
<input type="checkbox"/> Housing Selection Night	April 16, 2024
<input type="checkbox"/> RA fall return date to campus (Open August 5-8 <sup>th</sup> )	August 8, 2024 by 5pm
<input type="checkbox"/> Residence Life & student leadership fall training, and WW	August 8 – 25, 2024
<input type="checkbox"/> Mid Semester Training: Christian Student Leadership Collective	Tuesday, October 15
<input type="checkbox"/> Halls-O-Ween	October 31, 2024
<input type="checkbox"/> Fall exit date*	Sunday after finals
<input type="checkbox"/> RA spring return date to campus*	January 10, 2025 by 5pm
<input type="checkbox"/> Residence Life and student leadership winter training	January 10-12, 2025
<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.*