

Resident Assistant (RA) Job Description – Residence Halls

PURPOSE: 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 floor and living areas.

SUPERVISED BY: 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 20 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 weekly 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. 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. Maintains 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 10 hours a week and seek approval from the AC when saying yes to other commitments.**

COMPENSATION:

For the academic year, RAs will receive free housing cost (room & board) and be placed into a double room in a residence hall. * RAs may be responsible for selecting a roommate.

Overview:

MANDATORY DATES:

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| <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 th) | 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.