

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 and Family Weekend 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. This includes job(s), church commitments, university extracurriculars, and internship hours.**

COMPENSATION:

For the academic year, APT RAs will receive free housing cost (room), a 75 meal plan with \$125 per semester in flex dollars, and guaranteed placement in the campus apartments (with three roommates).

Overview:

MANDATORY DATES:

☐ Student leadership spring retreat	March 29, 2025
☐ RA meeting about HSN	April 13, 2025 at 7:00pm
☐ Housing Selection Night	April 24, 2025 at 7:00pm
☐ RA fall return date to campus (Open August 4-6)	August 7, 2025 by 2pm
☐ Residence Life & student leadership fall training, and WW	August 7 – 24, 2025
☐ Mid Semester Training: Christian Student Leadership Collective	Tuesday, October 21
☐ RA Close Down and Fall exit date*	Sat & Sun after finals
☐ RA spring return date to campus*	January 9, 2026 by 5pm
☐ Residence Life and student leadership winter training	January 9-11, 2026
☐ Spring exit date*	Monday after graduation
☐ On call week	Finals week (fall and spring)
☐ Weekly staff team meetings with RA team	As set by AC
☐ Regular one on one meetings with AC	As set by AC
☐ Residence Life class	Thursdays 3:30 – 4:30 pm
☐ Staff retreat	TBD

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