

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 13 hours per week actively engaged with Residence Life responsibilities and the campus community.
- b. 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 a 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. **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 adheres 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, Health 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 the campus as 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 the Residence Life manual that facilitates community within their living area and the rest of the campus.
- c. Encourages and equips students with 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 rallying students, attendance, and volunteerism, as needed.

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 24).
- 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. This includes job(s), church commitments, university extracurriculars, and internship hours.**

COMPENSATION:

For the academic year, Apartment RAs will receive \$3500 of apartment room and board for a 2-bedroom apartment, 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 28, 2026
☐ RA meeting about HSN	April 12, 2026 at 7:00pm
☐ Housing Selection Night	April 23, 2026, 5:45pm-10pm
☐ RA fall return date to campus (Open August 3-5)	August 6, 2026 by 2pm
☐ Residence Life & student leadership fall training, and WW	August 6 – 23, 2026
☐ RA Close Down and Fall exit date*	Sat & Sun after finals
☐ RA spring return date to campus*	January 8, 2027 by 5pm
☐ Residence Life and student leadership winter training	January 8-10, 2027
☐ 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

**Student leaders are asked to help support multiple campus events to make them happen. This includes, but is not limited to, One Night, Serve Day, Welcome Back Bash, and Family Weekend. Dates and details to be provided in August. In addition, as an RA you are required to rally and attend the majority of campus events. Outside commitment during the first 6 weeks require approval by AC.*