Resident Assistant Position Description

This is a part-time, 9 month, live-in position that reports directly to the Resident Director over the respective living area. The Resident Assistant is a student extension of the Resident Director who helps maintain a living area that is consistent with the Student Handbook, Residence Life Mission Statement and University Mission Statement.

Minimum Qualifications:

- Demonstrate traits of a consistent, growing Christian
- Exhibit characteristics of a mature, emotionally stable individual
- Teachable and flexible
- Responsible, prompt, and meets deadlines
- Full-time student (12 or more hours)
- Possess and maintain a cumulative GPA of 2.5 or better and in good academic standing
- Attend RA class following Leadership class
- Hold no other employment or stipend positions without the specific, advance approval of the Resident Director (maximum 5 hours of work study allowed)
- Not a student-teacher during term of service

Major Responsibilities:

Relational:

- Encourage a Christ-like atmosphere on the floor through leading by example
- Learn all resident names in first 2 weeks
- Know each resident’s basic life story (where they are from, family life, relationships, interests, etc.)
- Build an understanding of where residents are in their faith journey
- Develop a relationship with residents that establishes your role as a supporter
- Provide a consistent presence and availability to residents, engaging in conversations in their rooms, suites, and halls
- Maintain an open door policy with your personal room door
- Cultivate a positive and cooperative atmosphere conducive to the educational development of the residents (i.e. quiet hours)
- Facilitate the development of social and spiritual programs that seek to satisfy the needs of the residents
- Provide leadership and guidance for floor members by supporting Residence Hall Association

Challenge and Support:

- Be available and accessible to give direction/advice to residents and make referrals when necessary
- Become familiar with the names and needs of students assigned to the floor

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• Be consistently available for the residents
• Help provide for the health and safety needs of the residents when an illness or emergency occurs
• Confront violations of the University rules and policies and take appropriate action. Report discipline matters that need to be handled by the RD.

Training and Development:

• Participate in the pre-fall and pre-spring training session, committing to arrive on campus one week and one weekend (respectively) prior to returning students
• Attend monthly in-service sessions held throughout the year and other sessions as directed
• Actively engage in weekly staff and one-on-one meetings established with the Resident Director
• Participate in evaluation and feedback processes as conducted by the Resident Life Office

Administrative:

• Act as the liaison between the residents, the Residence Life Office, and John Brown University through the Resident Director
• Adhere to and enforce university rules, policies, and procedures as outlined in the Student Handbook
• Complete written requirements (i.e. discipline, room change, round sheets, and checkout forms) in a neat and timely manner
• Be aware of and report all conditions related to maintenance of the building and any follow-up responsibilities as assigned by the Resident Director
• Assist with the opening and closing of the residence hall, remaining until the hall is secured before vacation periods and arriving early to open the hall at the end of vacation periods
• Cover responsibilities of nightly duty as assigned by the Resident Director
• Fulfill other assignments delegated by the Resident Director or the Dean of Students

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