

Resident Assistant Position Description

Residence Halls, as part of the total educational environment, provide conditions in which significant growth and learning can take place. Resident Assistants (RAs) are key representatives of the Office of Residence Life in the residence halls, and are employed to facilitate the educational and personal development of individuals and student groups living on campus. RAs contribute not only to the overall student life program in the residence halls, but they are also in a position to have a significant effect upon the development of individual students. RAs report directly to an Area Coordinator.

As a part of the RA contract, RAs are required to live within the residence hall community, and required to work towards the goals and objectives of Residence Life and Bethany College. This requires energy, self-discipline, control and commitment. RAs must possess a strong work ethic, knowledge of self, ability to work under pressure, time and stress management, flexibility, effective communication skills, good judgment, and a sense of humor.

Minimum Qualifications

- At least two semesters of previous experience living in a Bethany College residence hall.
- A minimum 2.5 GPA is required to apply, and must be maintained throughout the employment period.
- General knowledge of campus services, procedures and residence hall policies.
- Clear financial obligations with Bethany College.

General Expectations

- Live in the residential unit assigned
- Aside from the academic responsibilities, the RA position must be the primary commitment for the RA
- The RA, in collaboration with his or her supervisor, will create a number of goals at the beginning of each semester in relation to self, students, staff and Bethany College.
- RAs must remain in good academic standing during the term of their contract. RAs are expected to maintain a minimum cumulative grade point average of 2.5. RAs who fail to maintain a minimum grade point average of 2.5 but are above a 2.0 will be placed on probation for one semester. If a staff member's cumulative grade point average does not reach the minimum 2.5 after being placed on probation for one semester, the staff member will be terminated from the position. If an RA's grade point average falls below 2.0, s/he will be terminated from the position.
- RAs will be expected to spend a large portion of time in their communities interacting with residents. RAs are expected to be available to residents as much as possible by being present and available to residents on a daily basis.
- Know, understand, follow, and enforce ALL Bethany College rules and regulations
- Know the college community as a whole, including personnel, facilities, and services
- Plan and conduct programs and activities that meet the needs of the residents, as well as meet the stipulation of Residence Life requirements.
- RAs are asked when they sign their contracts to be prepared to work the entire academic year, allowing up to two weeks for a training workshop prior to the arrival of students in the fall. RAs may not leave for vacation periods until all the residence halls have closed

or the RAs have permission from their Area Coordinator. RAs will need to stay late and arrive back early from breaks as determined by Area Coordinator. RAs are expected to live in the residence halls until all residents leaving the halls in the spring have checked out.

- The RAs are expected to meet regularly (weekly/bi-monthly) with their supervisor and fellow staff members, meet individually (monthly) with their supervisor, and attend campus-wide Residence Life meetings (monthly) and workshops as scheduled. RAs should verbalize disagreements with staff policy or procedures, share student issues, questions or suggestions, express concerns or share information as appropriate during these times.
- Due to the time commitment of this position, RAs are required to obtain permission to work another job (no more than 15 hours a week) outside of the RA position. This commitment cannot interfere with the RA roles and responsibilities.
- RAs voluntarily accept many important responsibilities. One of the most important responsibilities is that of being a "role model." What RAs do and how they go about doing it has far-reaching effects. Their actions, reactions, and conduct affect not only attitudes toward themselves but also mold student perceptions of other RAs, the Office of Residence Life, and the College in general. RAs must remember to keep this in mind as they carry out their responsibilities. Any violation of College policy will result in termination.

General Areas of Responsibility

Helping and Coping Skills

1. Within the limits of personal capabilities, the RA is expected to address social, personal, academic and other concerns with members of the community.
2. The RA is responsible for recognizing, to the best of his or her ability, those students in need of help and referring them to the Area Coordinator.
3. RAs must demonstrate, in responding to students' concerns, an ability to relate to students their own knowledge and experience and/or to serve as an empathic, understanding listener.
4. The RA must consistently support efforts by students to define and achieve their goals and assert their rights as individuals.
5. When responding to any student issue or concern, RAs must maintain the highest level of confidentiality. An inability to maintain confidentiality could result in termination of the RA from the position.

Community Leadership

1. The RA is expected to act in a responsible manner in relation to all rules, regulations and policies in effect for the Bethany College community. An RA is expected to act as a mature, involved and concerned member of the Bethany College community. An RA, as a staff member, also must remember that they represent the Office of Residence Life/Student Life and Bethany College. If conflict exists, it should be pursued among the residence life staff, not with the

public or the Bethany College community. An RA should not overlook infractions of policies, regulations or rules. If a staff member considers a procedure to be in error or outdated, the RA should pursue change through his/her supervisor. This is to ensure that policy and procedures will remain continually responsive to the needs of students, staff and the Bethany College community.

2. RAs should encourage students to take part in activities or assume positions which may benefit both that person and the Bethany College community. The RA should foster and help students develop their leadership abilities.

3. An RA should meet with his/her residents on a regular basis in order to:

a. Enhance communication between RAs and students regarding issues and concerns that are important to residents.

b. Assess, plan and implement programming for residents.

c. RAs should conduct regular community meetings to ensure accurate and adequate sharing of pertinent information, and to provide opportunities for resident interaction and community development.

General Areas of Responsibility - Administrative

On Duty and Emergency Procedures

1. One RA will be on duty in each building every night of the week. Changes in daily schedule will be made in accordance with procedures established by the RA's supervisor. Each RA assumes an average of one to two (1-2) "on-duty" nights per week (from 8:00 p.m. until 8:00 a.m. the following morning). While "on-duty" RAs must be present in the residence hall, accessible by telephone, and responsible for the overall supervision of his/her assigned building. RAs are expected to begin "duty" at 8:00 p.m. and remain in the building until the end of their "duty" at 8 a.m. the following morning. While on "duty," the RA shall be at the front desk from 8:00p to 10:00p (or another approved location in the building) when not on rounds. After 10:00p, the RA will be "on duty" in their room with the door open. The RA shall have his/her name and room number posted in the lobby/office/entry area as the "on duty" staff member. While "on duty" the RA is responsible for security checks, patrolling floors and other public areas of the building and other related responsibilities as assigned by the Area Coordinator. The RA may not leave the building while on duty.

2. The RA acts as an agent for communicating, supporting and enforcing Bethany College and residence hall policies and regulations. This responsibility includes conducting regular floor meetings.

3. The RA is responsible for hall security, appropriate safety precautions and training for emergencies (i.e. fire alarms and tornado drills).

4. The RA assumes responsibility for disciplinary intervention with students involved in violations of Bethany College and residence hall policies and regulations. An RA has the responsibility and authority to respond to Bethany College and Residence Hall policies and

regulations violations anywhere on campus. Their responsibilities are not limited to their floor alone, but to other residence hall floors and buildings on campus, as well as outdoors on the campus.

General Procedures

Staff members are responsible for the punctual and accurate completion of certain administrative tasks as outlined by their supervisor. These tasks are important in that they involve providing timely and efficient service and information to residents. In addition, it ensures that we receive both day-to-day and more formal input from residents. RAs are expected to complete all administrative tasks accurately and on time. Included in these responsibilities are:

- a. Distribution of questionnaires (surveys, evaluations) to residents for their completion.
- b. Report maintenance concerns to the appropriate person(s).
- c. Report residence hall furnishings/equipment in need of maintenance or repair.
- d. Submit accurate documentation (Incident Reports Forms) immediately after the occurrence of all disciplinary and emergency situations to the Area Coordinator/ Director of Residence Life.
- e. Verify the accuracy of resident assignments at the beginning of each semester.
- f. Communicate, post and explain information concerning housing procedures to residents.
- g. Collect and maintain records of Room Condition Reports and evaluate room conditions when students check-in and check-out of their room assignment.
- h. Other tasks as assigned.

Educational Development and Programming

- a. The RA is expected to assist and participate in the planning of special programs that will:
 - Provide social opportunities for interaction among residents in order to establish a sense of community. The programming should be consistent with the philosophy of residence hall living and the college.
 - Make a major effort in developing and maintaining an atmosphere conducive to study and academic excellence.
 - Encourage maximum participation by students in campus activities, programs, and organizations.
 - Make students more aware of themselves, their educational goals, their potential, and the contributions they can make to society as leaders.
 - Enhance an increased appreciation for and understanding of cultural diversity, individual differences and help refine personal values.

b. Each RA will be responsible for a minimum of three (3) programs each semester. RAs are encouraged to find ways to involve members of the faculty and staff in program opportunities as presenters, special guests, judges, etc.

Advising

a. Assists new students in becoming oriented to college life. This responsibility receives particular emphasis during the first few weeks of each semester.

b. Is aware of the services provided by the college and acts as a liaison or referral agent to these resources of assistance.

c. Acts a resource to residence hall groups that may need his/her assistance.