



ANDERSON UNIVERSITY

Department of Student Life

Lead Resident Assistant (LRA) Job Description

POSITION SUMMARY

The Lead Resident Assistant (LRA) is an integral part of the living-learning environment at Anderson University. Residence Life functions in four major categories: Community Shaper, Learning and Growth Facilitator, Peer Support, and Student Life Representative. The primary duty of the LRA is to assist and support their Supervisor in fostering student learning and growth through creating a safe learning environment where all students know they are valued. This position has higher leadership and administrative expectations than the RA role and may be asked to assume some of their Supervisor responsibilities in their absence.

MISSION OF STUDENT LIFE

The Department of Student Life explores paths for holistic development and helps students navigate their invitation to be co-creators transformed by Jesus Christ for ongoing service to others.

QUALIFICATIONS

- Required: Class standing of Junior or Senior student during the term of employment.
- Required: Good standing free of academic, disciplinary, or chapel probation.
- Required: One year of student leadership experience.
- Required: Must adhere to the standards outlined in the student code of conduct.
- Preferred: One year experience as a Resident Assistant (RA).
- Preferred: 2.5 cumulative GPA.
- Preferred: Demonstrated commitment to a Christian worldview.

VALUED SKILLS AND TRAITS

- Continually seeks the Lord and is growing in personal relationship with Christ.
- The ability to balance academic work with demands of the position.
- Integrity and ethics in job related and personal experiences, which extends to all holidays and breaks.
- Respect for the worth of individuals.
- Exhibits leadership skills.
- The ability to relate to a diverse spectrum of students.
- Organized and meets deadlines in a timely manner.
- The desire to serve others, tempered with an awareness of personal limitations.



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- Skills in establishing rapport along with the ability to relate well.
- The desire and ability to communicate concern for others.
- Compassion toward fellow students, staff and faculty.
- Emotional maturity, dependability, and responsibility.
- Humbly leading a team of peers.
- Willingness to authentically share one's life story and experiences.

LEADERSHIP EXPECTATIONS/RESPONSIBILITIES

- Achieve a minimum of 9 Student Leadership Points each semester (Fall and Spring). A menu of Student Leadership Point opportunities will be provided.
- Attend one Career and Calling for Student Leaders session each academic year (3 Student Leadership Points).
- Arrive on campus and/or prepare to begin responsibilities up to one week prior to the start of each semester for training, team building, and preparation.
- Actively support and positively contribute to the work of other student leaders.

ROLE EXPECTATIONS AND RESPONSIBILITIES

- Creating an atmosphere in which residents respect their community, environment, and the physical building.
- Assist in the development of inclusive communities that foster academic achievement, personal development and multicultural awareness.
- Serve as a resource for information and a referral source for students.
- Assist their Supervisor in creating and managing on-call schedules for Resident Assistant staff.
- Serve as a member of the on-call rotation team for their residence hall.
- Respond to student behavior that is inappropriate and/or in violation of campus and/or University Residences policies and procedures.
- Act as a mediator in conflict situations as needed (i.e. roommate conflicts, noise disruptions, floor disputes, etc.).
- The LRA is responsible for assisting with tasks related to effective building management including managing maintenance requests.
- It is the LRA's role to be a positive influence on staff and for all endeavors of the Supervisor and University Residences.
- Serve as a resource and mentor to new student staff by sharing experiences, offering insight to handling community issues.
- Assist Supervisor in the training and ongoing professional development of the RA staff.
- Participate in and assist with the development and delivery of weekly staff meetings.



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- Other administrative duties as assigned.

TIME COMMITMENT

- The LRA role is a 15 hour/week role including staff meeting, on-duty, meeting with Supervisor, and managing maintenance requests.
- LRAs are expected to be present for check-in and check-out at the beginning and end of each semester and major breaks.
- LRAs are expected to attend major weekend events including Homecoming, Li'l Sibs Weekend, and Admitted Students Weekend.
- Time commitments outside of the LRA role is restricted to 15 hours per week; this includes sports, clubs, organizations, social clubs, or other work.