



ANDERSON UNIVERSITY

Department of Student Life

Resident Assistant (RA) Job Description

POSITION SUMMARY

The Resident Assistant (RA) is an integral part of the living-learning environment at Anderson University. The role can be summarized into four major categories: Community Shaper, Learning and Growth Facilitator, Peer Support, and Student Life Representative. The primary duty of the RA is to foster student learning and growth through creating a safe learning environment where all students know they are valued.

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 Sophomore, Junior, or Senior student during the term of employment.
- Required: Good standing free of academic or disciplinary probation.
- Required: Must adhere to the standards outlined in the student code of conduct.
- Preferred: 2.5 cumulative GPA.
- Preferred: Demonstrated commitment to a Christian worldview.
- Preferred: Free of chapel probation.

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.
- 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

- Promote a positive environment on the floors that builds community and encourages relationships
- Commitment to inclusive community that focuses on connecting with students in need and fostering relationships with students from under-represented backgrounds
- Plan and execute programs utilizing the wellness wheel focusing on social, spiritual, intellectual, emotional, vocational, and physical learning in order to foster holistic growth
- Equips residents to approach conflict in a constructive manner and mediates continued conflict between residents
- Support students in crisis by connecting them with support services including counseling center, health center, Kissinger Learning Center, Police and Safety, Residence Life, Spiritual Life, or other offices as needed
- Attend Student Leadership Class (LART 2900), Summer RA Training, and other professional development opportunities throughout the academic year
- Serve on a regular On-Call rotation to foster community within the residence hall
- Fill out appropriate documentation when needed within a timely manner
- Maintain a clean and safe living environment by submitting maintenance requests, ensuring cleanliness of common spaces, and upholding safety procedures within the hall
- Communicate, explain, and uphold university and residential policies
- Attend weekly staff meetings and biweekly individuals with Supervisor.
- Assist Supervisor in all of his/her duties
- Other duties as assigned by the department of Residence Life

TIME COMMITMENT

- A Traditional Hall RA role is a 12 hour/week role including staff meeting, on-duty, program planning and implementation, and intentional time on floor. An Apartment RA is an 8-10 hour/week role due to different time expectations because of the unique nature of the apartments. For more specific information please talk to the Apartment Supervisor or the Director of Residence Life and Student Conduct.

- RAs return approximately 10 days prior to the start of Fall Semester for RA Training
- RAs are expected to be present for check-in and check-out at the beginning and end of each semester and major breaks.
- RAs are expected to attend major weekend events including Homecoming, Li'l Sibs Weekend, and Admitted Students Weekend.
- Time commitments outside of the RA role is restricted to 12 hours per week; this includes sports, clubs, organizations, social clubs, or other work.