

## Residence Life Student Staff Position Description

Position Title: Resident Assistant

Department: Residence Life

Reports To: Residence Director



OFFICE OF RESIDENCE LIFE

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**Position Summary:** Resident Assistants assist the Residence Director in a variety of ways to promote the spiritual, educational, social, cultural, and emotional development of students.

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**Education Requirements:** Must have a 2.5 cumulative grade point average. In addition, RAs must be in good standing with the College including being free of academic, disciplinary and chapel probation.

**Education Preferred:** Completed one year as a full-time enrolled student at Messiah College.

### Skills, Characteristics Required for Position:

- Lead in attitude through a cooperative spirit.
- Provide necessary support to supervisor, Residence Life Department and Messiah College.
- Maintain confidentiality regarding students, disciplinary issues, and/or fellow staff members' job performance.
- Strong organizational and interpersonal skills
- Demonstrates mature commitment and understanding to the mission of Messiah College.

### Special Working Conditions:

- Although work hours can vary week to week, the RA role is a 12-15 hours a week position.
- Return to campus approximately 12 days before Fall Semester, stay until the hall closes for Christmas break, return 2 days before Jterm begins, stay until completion of Spring Break room inspections, and stay until the end of checkouts on Sunday after commencement.
- Assist with opening and closing of residence halls.
- Less than 10 hours per week of extracurricular involvements beyond the RA role (work, clubs, etc.) and receive approval for these involvements from residence director.

### **Primary Duties:**

1. Commitment to be a consistent presence on the floor/section.
2. Participate in the following residence life processes: training, evaluations, staff selection, and staff development.
3. Intentionally Connect with residents: learn names, stories, support their activities, etc.
4. Role model a commitment to Messiah College standards, healthy relationships, and respect for others.
5. Promote an environment of inclusivity with specific attention given to connecting with students in need and students from under-represented backgrounds.
6. Maintain consistent communication: check mailbox every other day, respond to emails within 48 hours.
7. Proactively respond to issues on floor/section: relational, safety, cleanliness, maintenance, code of conduct violations.
8. A dedication to self-care to maintain mental, spiritual, and emotional health.
9. Maintain common spaces: floor lounge/kitchen, study rooms, hallways.
10. Consistent and prompt attendance for meetings: 1:1s with RD, staff times, staff retreat, training.
11. Maintain and update passive programming as outlined for your building.
12. Plan and implement thoughtful programming that meets programming requirements.
13. Complete administrative duties in conjunction with Life Together times, Intentional Connections, and maintaining floor/section budget.
14. Complete clock/walk responsibilities: submit schedule on time to SRA and complete logs.
15. Work with your RD to assist in the check-in and check-out processes: assist with housing condition inventory forms, move-in days, storage, keys etc.
16. Enroll, attend, and actively participate in the RA class (HDFS 205: Principles of Peer Relations).
17. Complete all expectations related to the Experiential Learning Initiative (ELI).

18. Other duties as assigned by Supervisor or the Director of Residence Life.

### Secondary Duties:

1. Encourage student involvement in campus wide organizations, activities, and offices.
2. Function within role as a campus security authority (CSA) who has the “duty to report” instances where someone is considering or planning to cause harm to himself/herself or others. This includes any reports of suicidal thoughts, sexual assault/abuse, assault, and harassment of any kind.
3. Communicate with supervisor when planning to be off campus overnight (particularly weekends).
4. Perform fire extinguisher checks and toilet paper distribution (apartment RAs only).
5. Other duties as assigned.