Resident Assistant (RA)

Position Description

The Resident Assistant is responsible for working toward the development of a community where residents can grow in all aspects of their lives. The RA position requires about 20-25 hours of work per week. Specific responsibilities of the Resident Assistant's include the following:

1. Facilitate interaction between residents.
   - Develop and maintain an ongoing relationship with residents and respect the honor of residents by maintaining confidentiality.
   - Initiate contacts, make introductions, stimulate conversation and activities among residents.
   - Be aware of the special needs of residents. Report any extended illness or absences from the living area to the Resident Director/Area Coordinator.
   - Be responsible for maintaining staff coverage of the community as scheduled.
   - Facilitate floor or apartment meetings as needed.
   - [Residence Hall RAs]: Facilitate the Social Events Team in order to plan and facilitate floor activities.

2. Assist students in spiritual and personal growth.
   - Support worship and Bible study opportunities in the living area, as well as other forms of spiritual development.
   - Encourage attendance at chapel and church services.
   - Be alert to the needs of students (i.e., loneliness, depression, homesickness, substance abuse, eating disorders, etc.) and make campus referrals as appropriate; discuss student needs with the Resident Director/Area Coordinator.
   - Within the context of relationship, challenge residents to live congruently with their moral code and value system.

3. Assist students in integrating academic and co-curricular interests.
   - Stress students' responsibilities in being part of the academic community (i.e., class attendance, keeping up with assignments, studying, etc.).
   - Keep residents informed of co-curricular activities.
   - Encourage attendance at campus events such as plays, concerts, lectures, and sporting events.
   - Keep community bulletin board current and attractive.
   - Post signs sent from various departments or offices in a prominent place within the community. Keep signs current by discarding old ones.
   - Engage residents in conversations about integrating classroom learning with learning from co-curricular events.

4. In consultation with the Resident Director/Area Coordinator, work to facilitate learning that fosters student development toward Residence Life values and Learning Outcomes (Healthy Relationships, Faith Development, Social Responsibility, Self-management, Congruent Decision-making).

5. Be a knowledgeable consultant, resource person, and referral agent for college services such as the Broene Counseling Center, Health Center, Student Housing Office, Calvin Food Service, etc.

6. Interpret and ensure compliance with college rules and regulations.
   - Enforce fairly and consistently the policies published in the Residence Hall Living booklet or Knollcrest East Living booklet, the Residence Hall or Knollcrest East Contract, and the Student Conduct Code.
   - Engage residents in conversations when noticing potentially negative behavioral patterns, and/or when rumors or suspicions about violations of campus policies arise.

7. Assume responsibility for proper use and physical condition of facilities.
   - Report maintenance and cleaning needs of individual floors and public areas. Support maintenance personnel.
   - Support enforcement of college policies related to behavior in food service facilities.
   - Confront non-residents who make unauthorized use of living facilities.
   - Confront students who are abusing or defacing college property.
8. Develop and maintain working relationships with other Residence Life staff and be responsible for continual professional and personal growth.
   - Actively participate in RA training, All-Staff meetings, and weekly staff meetings.
   - Be supportive of other staff members and campus regulations within your living area and throughout campus.
   - Assist in the selection of new Resident Assistants.

9. Support fellow Leaders in your community.
   - Attend Community Life Council Meetings (hall RAs) or all-KE leadership meetings (KE RAs).
   - Support Focus Position Leaders and Activities Council/PAC members through prayer, attendance at planned events, and promotion within the community.

10. Housing Duties
    - RAs may be asked to serve up to 2 hours per week at the residence hall or KE front desk, as part of their “in-duty” tasks.
    - RAs are also involved in Health/Safety checks and closing down the communities for designated college breaks.

The RA job is very rewarding, but can also be quite demanding. RA job duties generally take about 20-25 hours per week. In order to promote your health as an RA, we will ask you to limit your outside co-curricular activities (clubs, other jobs, etc.) to less than 5 hours per week. In order to promote your continued academic success, we will ask you to arrange your courses in a way that maximizes your potential success as an RA and as a student (e.g. avoiding night classes when possible, deferring more time-intensive classes to the following year when possible, etc.). [Note: On average, RAs see a rise in their GPA during their RA year].