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.**
   a. Develop and maintain an ongoing relationship with floor residents and respect the honor of residents by maintaining confidentiality.
   b. Initiate contacts, make introductions, and stimulate conversation and activities among residents of the floor and the hall.
   c. Be responsible for maintaining staff coverage (in-duty) of the hall as scheduled.
   d. Facilitate floor meetings as needed.
   e. Be aware of the special needs of residents. Report any extended illness or absences from the floor to your Resident Director/AC.

2. **Model authentic faith and assist students in spiritual and personal growth.**
   a. Be a disciple of Jesus Christ to the residents of your floor, reflecting God's love to all types of residents, encouraging thoughtful and genuine Christian commitments, and modeling the life of a servant.
   b. Support living area worship, Bible study, and other forms of spiritual development.
   c. Encourage attendance at chapel and church services.
   d. 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 your Resident Director. Recognize & tell your RD/AC about warning signs and students who may be academically, socially, or personally struggling.
   e. Within the context of relationship, challenge residents live congruently with their moral code and value system.
   f. Hold a meaningful 1:1 conversation with each resident during first semester & most residents during second semester.

3. **Assist students in integrating academic and extracurricular interests.**
   a. Stress the student's responsibilities in being part of the academic community (i.e., class attendance, keeping up with assignments, etc.).
   b. Keep residents informed of co-curricular activities.
   c. Encourage attendance at campus events such as plays, concerts, lectures, and sporting events.
   d. Keep floor bulletin board current and attractive.
   e. Engage residents in conversations about integrating learning from the classroom with learning from extracurricular events.

4. **In consultation with the Resident Director or Area Coordinator, work to facilitate learning that fosters student development and life congruence with resident values.**

5. **Be a knowledgeable consultant, resource person, and referral agent for college services** such as the J. Broene Center for Counseling and Wellness, Health Center, Student Academic Services, Student Housing Office, Calvin Food Service, etc. (see "Resources" section of manual)

6. **Interpret and ensure compliance with college rules and regulations.**
   a. Fairly and consistently enforce residence hall regulations as contained in the Residence Hall Living booklet, Residence Hall Contract, and the Student Handbook (see "Policies" section of manual).
   b. Activate the college student conduct system by filing a detailed incident report after responding to policy
violations.
c. Engage residents in conversations when noticing potentially negative behavioral patterns, and/or when
rumors or suspicions about violating campus policies arise.

7. **Assume responsibility for proper use and physical condition of facilities.**
   a. Report maintenance and cleaning needs of individual floors and public areas. Support maintenance
      personnel.
   b. Support enforcement of college and residence hall policies related to behavior in food service facilities.
   c. Confront non-residents who make unauthorized use of hall facilities.
   d. Confront students who are abusing or defacing college property.

8. **Develop and maintain working relationships with other residence hall staff and be responsible for
   continual professional and personal growth.**
   a. Actively participate in RA training, All-Staffs, and weekly meetings.
   b. Be supportive of other staff members and campus regulations within your living area and throughout
      campus.
   c. Assist in the selection of new Resident Assistants.

9. **Support fellow Residence Hall Leaders.**
   a. Attend Community Life Council Meetings.
   b. Support Focus Position Leaders and RHET members through prayer, attendance at planned events, and
      promotion on floors.
   c. Convene and facilitate the Social Events Team (SET). Be a liaison between the CLC and SET group. Work with
      the RHET Vice President to be liaison between the SET and RHET.

*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].*