

Resident Advisor Job Description

2017-2018

The Resident Advisor position at Anderson University offers students a leadership opportunity to serve as the catalyst for vibrant, Christ-centered community within the residence halls. Event planning, community building, conflict resolution, and general supervision are key aspects of the position as well as areas of personal development for the RA. This position requires a positive, flexible attitude and a willingness to be coached. Residence life is looking for students who embrace servant leadership, desire to build community and want to contribute positively to the campus living experience. This unique opportunity provides students with skills they will use for the rest of their life in personal and vocational endeavors.

General Responsibilities:

- Spend daily/weekly intentional time on the hall with residents in order to develop a personal and deep relationship with all residents
- Complete intentional interactions and keep Residence Director of any needs that arise in your hall
- Attend a weekly living area staff meeting
- Participate in a bi-weekly “One on One” with Residence Director
- Serve on a rotating basis as “RA on duty” (Approx. 1 time per week – varies by staff)
- Plan, assist, implement, and attend regular hall events/programs and campus wide programs
- Attend monthly all-Resident Advisor leadership development activities
- Host overnight prospective students on Admissions All Access event days
- Convey to residents both formally and informally any important information from Residence Life
- Follow-up promptly with students regarding important processes—including emergencies, violations, visitation procedures
- Complete and submit all required paperwork and forms in a timely fashion and in accordance with deadlines
- Execute and follow-up with health and safety room inspections
- Maintain a good liaison relationship with all other departments on campus
- Other additional duties as assigned

Expectations:

- Return to campus early in August and January for training and preparing the residence halls for students to return
- Make the RA position a priority on a daily basis and maintain a steadfast commitment to expectations
- Support and/or do not openly disagree with Residence Life and University policies and regulations
- Engaging your relationship with Christ within the role of the RA
- Refrain from any act of misconduct (i.e. pranks) and uphold the university standards of conduct in one’s own life exhibiting behavior on and off campus consistent with lifestyle expectations of an Anderson student on campus
- Assist in orienting students to the living area and to the campus
- Sign the Resident Advisor Expectations Covenant, as well as the Roommate Agreement (Roommates also have to sign)

Qualifications:

- Applicants must have a 2.75 cumulative GPA to be considered
- Applicants must be in good standing with the University—free from academic or disciplinary probation

Other Commitments:

Because of the time commitment and intensity of this experience, on or off campus employment, internships (including nursing), student teaching, or volunteer work (more than 15 hours a week on or off campus) must be approved by the Associate Dean of Residence Life and the supervising Residence Director.

2017-2018 Dates:

2017:

All Student Leader Training	TBD
Mandatory RA training and Welcome Week	August 9 th – 26 th
RAs free to leave for Christmas break	December 15 th

2018:

RAs required to return for spring semester	January 7 th
RAs free to leave for the summer	May 12 th

Compensation:

- \$3000 scholarship (\$1500 per semester)
- RAs may pick their roommates (suitemates in Village & Stringer only)
- RAs receive the lowest offered housing cost (only applies to RAs, not roommates)