

RESIDENT ASSISTANT JOB DESCRIPTION

Philosophy of Residence Life

At Northwestern we believe that residence hall living is an opportunity and privilege extended to all students attending the institution. This opportunity will become an important and integral part of their educational experience. The goal of the entire residence hall staff is to provide the environment and professional services conducive to developing students in the spiritual, social, physical and intellectual areas of their lives.

When a student occupies a room in a residence hall, he/she becomes a member of a unique and interesting community. It is through the assistance of RAs that we hope to accomplish our goals and objectives in making the residence hall living situation a rewarding and lasting educational experience for all students. With your contribution and the experience of community living, we at Northwestern hope to see students have a positive residence life experience.

Resident Assistant as Student Leader

The RA is expected to be a role model for students in his/her living area, as well as for students campus-wide. Generally, that includes being a living example and expression of the love and concern of Jesus Christ for others. This includes:

1. Personal commitment to a growing relationship with Christ and a willing attitude towards others in this growth.
2. Commitment to other individuals by:
 - a. Be the initiator in establishing rapport with residents.
 - b. Take responsibility in others' spiritual lives, which includes encouraging them and confronting them.
 - c. Counsel, encourage, and confront residents to become more responsible and accountable for their own personal growth.
 - d. Keep confidentiality within relationships but also informing RDs when the situation warrants it.
 - e. Be available on a regular basis during peak hours of floor activities including spending weekends on campus.
 - f. Assist freshmen and new students in adjustment to NWC by producing and/or plugging into opportunities on campus.
3. Commitment to the wing or floor of which they are in charge by:
 - a. Devising and implementing plans aimed at developing group/wing spirit as well as working towards an atmosphere of quiet and respect.
 - b. Serve as a liaison between residents and resident directors.
 - c. Planning 3 programs per semester and submitting corresponding reports.
4. Commitment to Northwestern as a greater community:
 - a. Follow, support, and enforce the college's standards and guidelines with highest integrity.
 - b. Be sensitive to problems in the areas of counseling and discipline and referral to the Student Development Staff.
 - c. Obtain 45 chapel credits per semester

Resident Assistant as Manager

Another element of the RA task is that of manager. A manager must be sensitive to the needs of the people whom he/she works with while seeing that the living area functions smoothly. The RAs must be aware of the problems that arise from group resident living. It is in the course of executing daily managerial tasks that many situations come to light. Basic managerial functions include:

1. Be on campus before residents arrive at the beginning of each semester and after breaks, and remain on duty until all students have vacated their rooms at vacation time. RAs must remain 24 hours after the last exam before Christmas break and 24 hours after halls close on Spring Break.
2. Stay on campus to assist in room checkout, and other duties until the morning after graduation.
3. Complete room condition reports with each resident on the floor. This involves both check-in and checkout procedures.
4. Have floor meetings to plan activities, and to inform residents of regulations and policies of the college.
5. Report necessary repairs and needed supplies to the RD.
6. Implement fire drill procedures.
7. Support all college policies, rules and regulations and inform the RD of any violation of the policies.
8. Be sensitive and aware knowing when to refer a resident or problem to any Student Affairs staff member in the areas of discipline or counseling.

Resident Assistant as Staff Member

The RA is to work with the Resident Director to help establish an environment in the living area, which will challenge residents to achieve a total living-learning experience. Such a task requires each member of the Residence Life Staff to function as an active, cooperative member of a team working together towards the same goal. Some of those requirements include:

1. Attend training in spring semester of year prior to RA employment.
2. Attend the Spring Leadership Conference the year prior to employment.
3. Participate in Residence Assistant training preceding fall semester
4. Compile and generate necessary reports and turn them in your Resident Director as assigned.
5. Attend all weekly staff meetings arranged by RD.
6. Attend monthly Residence Life Inservice Trainings.
7. Assist the Resident Directors in managing disciplinary problems. The RAs role is usually one of confrontation, policy clarification, and referral. Our expectation is that all violations of policy will be brought to the attention of the Resident Director for his/her input.
8. Assume on-duty responsibilities on a rotating basis as well as cover Midterm, Thanksgiving and Easter breaks as assigned.

Although some tasks involved in this teamwork approach are outlined above, teamwork cannot be described by tasks. Instead, commitment and concern with fellow staff members are required as well as a willingness to work together.