



## RESIDENT ASSISTANT QUALIFICATIONS

1. *Be a member who is in good standing with the church of Christ (Federal law recognizes the right of church-related institutions to seek personnel who will support the goals of the institution, including the right to select members of the church to which the institution is affiliated).*
2. *Have been enrolled as a student and lived in a residence hall for at least one semester.*
3. *Have a minimum GPA of 2.5.*
4. *Support and comply with the rules and regulations of Harding University.*
5. *Not be on any type of probation (academic, disciplinary, chapel).*

## APPLICATION

1. Complete the application thoroughly, accurately and neatly. Then, return your application to the Office of Student Life, located in Student Center 218.
2. Give the Church Recommendation form to an elder, deacon or minister where you attend locally.
3. Give the resident hall recommendation forms to your current RLC and RA.
4. Give the Faculty Recommendation form to a teacher who has taught you at Harding.
5. Give the General Reference form to a non-relative associated with Harding University in some capacity (i.e., current employee, former employee, club sponsor, campus minister, etc.).
6. You will be contacted by the RLC for an interview.

*Thank you for applying!*

# RESIDENT ASSISTANT JOB DESCRIPTION



Resident Assistants (RAs) are selected to aid the Residence Life Coordinators (RLCs) in establishing positive relationships with students and in maintaining the overall operation of the residence halls. They are directly responsible to their RLCs and indirectly responsible to the Office of Student Life.

Research and past experiences have shown that an effective RA is:

- A friendly person who relates well to people
- An exemplary Christian who practices honesty in all aspects of his/her life
- A person who is willing to learn and use counseling skills in his/her contact with residents. This includes being a good listener, being sensitive to the needs of others, and being willing to receive training in order to enhance counseling and referral skills
- A mature person who has demonstrated the ability to assume responsibility and the capability of acting with authority in appropriate situations.

## THE RESIDENT ASSISTANT MUST BE EFFECTIVE IN THE FOLLOWING AREAS OF RESPONSIBILITY:

- Manifesting and encouraging an attitude of respect and maturity among the residents as well as helping students develop a respect for Harding's code of conduct, authority and property.
- Encouraging friendliness and concern for one another among the residents. Being aware of honors given and providing recognition for them as well as being aware of activities in which residents are involved and encouraging support from fellow residents.
- Greeting new students and helping them make necessary adjustments.
- Showing ability and desire for communication and teamwork with the residence hall staff while helping maintain the overall operation of the residence hall.
- Works desk hours as scheduled with the RLC and acts responsibly by associating with visitors and students as well as maintaining a respectable lobby atmosphere.
- Extending hospitality to visitors at all times.
- Being on campus and available during Homecoming, Spring Sing, Graduation, Bison Days, etc.
- Encouraging students to reach their goals, abilities, and potential for achievement, both as students and as Christians.
- Influencing others through living by Christian principles and high moral standards as well as setting an example through compliance with the rules and regulations of the university and the residence halls.
- Knowing and expressing a sincere interest in all students within their area of responsibility as well as other residents within their assigned residence hall.
- Being aware of individual attitudes, problems and areas of concern and assisting them in obtaining help.
- Being knowledgeable of campus and community activities, and knowing where to direct residents and visitors to obtain needed information.
- Assisting students in knowing what is expected of them regarding the regulations of the university by having a working knowledge of the Student Handbook, Residence Life Handbook and university Catalog.
- Helping to maintain an atmosphere which is conducive to study at the appropriate times.
- Knowing how to contact the proper authorities in case of emergency.
- Reporting any issues to the RLC (maintenance, behavior, health, etc.)
- Knowing the proper procedure for fire drills and acting appropriately in cases of such emergency.
- Arriving before each semester begins and remaining after the semester has ended to assist in smooth and orderly transition.
- Preparing necessary records and reports.
- Encouraging clean and attractive rooms and assists RLC in Health & Safety checks.
- Checking rooms at curfew and remaining on the designated floor from curfew on.
- Attends RA orientation before the fall semester to be trained for their responsibilities in the residence halls and attends regular meeting with RLC throughout the year.
- Familiarity with the Overview of Resident Assistant Expectations

# RESIDENT ASSISTANT APPLICATION



Name	H Number
Campus Box	Cell Number
Home Address	Email

Residence Hall in which you wish to serve  
(In order of preference):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Your Current Resident Hall and Room Number: \_\_\_\_\_

What is your classification: \_\_\_\_\_

What is your Major: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Will you be enrolled at the Searcy campus during  
the fall *and* spring semesters of the upcoming school year? \_\_\_\_\_

Number of semesters you have been in College: \_\_\_\_\_

Number of semesters you have been at Harding: \_\_\_\_\_

Number of semesters you have lived in a residence hall at Harding: \_\_\_\_\_

Have you ever been employed by Harding? \_\_\_\_\_ If "yes", what position and time period? \_\_\_\_\_

Do you have any relatives employed by Harding? \_\_\_\_\_ If "yes", Name and relation of relative \_\_\_\_\_

Where do you attend church locally? \_\_\_\_\_

List the name and phone number of an elder, deacon or minister where you attend church locally who could recommend you: \_\_\_\_\_

Name

Phone Number

Work History: List in order, beginning with the most recent position you have held.

Name of Employer	Position	From	To	Duties (Brief Description)

Have you ever been dismissed from employment?  Yes  No  
If Yes, Why?



Harding University  
Resident Assistant

Name: \_\_\_\_\_

Harding ID: \_\_\_\_\_

**Answer the following questions to the best of your ability (use a separate sheet of paper if desired):**

*\*\*Please put your name and Harding I.D.# on any additional pages.*

1. List your school related activities (include scholarships, academic honors, club/campus/community activities).
2. What are your hobbies and leisure time activities?
3. List your personal strengths and weaknesses.
4. List any disciplinary measures dealing with you as a student here at Harding.
5. Describe how you would handle a peer asking you to “cover” rules violations for them.
6. What personal rewards do you expect to receive as a result of serving as an R.A.?
7. Briefly describe why you chose to attend Harding.
8. Tell why you would be a positive force for the administration and the students as you serve in the residence hall as an R.A.
9. Please circle any of the following activities you are involved in:

Athletics, DormNet, Internship, Student Publications, Student Teaching, Field Placement, Nursing Clinicals, Student Impact, University Band or Choral Group, Performance group, Peer Guide, etc.

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I understand this application will be given every consideration but is not a promise of employment. I understand that if hired, my employment will be for no definite period. I further understand that I have the right to terminate my employment at any time, and Harding University has the same right.

I certify all answers to the questions in this application are true and correct to the best of my knowledge. I further understand that any false statement and/or omission in this application will be sufficient grounds for rejection of the application or for termination of employment. I authorize Harding University to make any and all necessary and appropriate investigations to verify the information contained herein, including work experience checks. References obtained are done so in confidence and I understand that my rights to review reference material are waived. I also understand prior to employment, I must provide information related to identity and employability to the office of Student Payroll. Failure to provide appropriate documentation for verification of employment eligibility may result in immediate termination of employment.

In signing this document, I hereby certify that I have read, understand and agree to abide by the above information.

\_\_\_\_\_  
Applicant's Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

# Church Recommendation Form

Authorization to Release Reference Information



*Harding University is a Christian institution of higher education. The purpose of the University is to give students an education of high quality which will lead to an understanding and philosophy of life consistent with Christian ideals. This is accomplished by employing people of the highest moral and ethical character. The person listed below has applied for a position as a Resident Assistant in our campus residence halls.*

I, \_\_\_\_\_, Harding I.D. # \_\_\_\_\_, hereby give consent  
(Print Name of Applicant)  
to any Elder, Deacon, or Minister to provide the information below with regard to my membership at  
\_\_\_\_\_, located in \_\_\_\_\_.  
(Name of Congregation) (City, State)

I release and indemnify the person giving this recommendation (along with the stated congregation) from all liabilities, claims and actions that may arise from the recommendation given, a disclosure from this authorization, and any consequences to a disclosure.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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**This portion to be completed by an Elder, Deacon or Minister from the above listed congregation:**

Would you recommend this individual to help us in accomplishing our mission?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Not known well enough to reply

Name (Please Print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return to:**  
Student Life Office  
Box 12252  
Searcy, AR 72149  
Fax: (501) 279-4059





**RLC  
RECOMMENDATION**

Name of Applicant: \_\_\_\_\_  
(Please Print)

Current RLC Name: \_\_\_\_\_

Residence Hall: \_\_\_\_\_ Phone: \_\_\_\_\_

Length of time you have known the applicant: \_\_\_\_\_

**\*\*This is confidential information to which the applicant will not have access.\*\***

**Please circle the best response indicating the extent to which you agree with the items as related to the applicant for the position of Resident Assistant in the Residence Hall.**

**5—Strongly Agree 4—Agree 3—Undecided 2—Disagree 1—Strongly Disagree UK—Unknown**

1. Is spiritually minded—seeks to be Christ-like in all aspects of his/her life 5 4 3 2 1 UK

10. Does not incur curfew violations 5 4 3 2 1 UK

2. Upholds Harding standards; understands and respects the rules and regulations 5 4 3 2 1 UK

11. Has a pleasing personality— is not abrasive and demanding 5 4 3 2 1 UK

3. Uses proper sign-out procedure 5 4 3 2 1 UK

12. Is able to get along with all types of people 5 4 3 2 1 UK

4. Is in good enough health to handle RA responsibilities 5 4 3 2 1 UK

13. Has the respect of his/her peers 5 4 3 2 1 UK

5. Is organized and responsible with Health and Safety 5 4 3 2 1 UK

14. Is emotionally stable 5 4 3 2 1 UK

6. Is able to communicate orally 5 4 3 2 1 UK

15. Is willing to confront another for misconduct 5 4 3 2 1 UK

7. Abides by residence hall lobby policies 5 4 3 2 1 UK

8. Is dependable—does what he/she says he/she will do 5 4 3 2 1 UK

9. Attends wing/hall meetings when they are called 5 4 3 2 1 UK

\_\_\_\_\_ Recommended  
\_\_\_\_\_ Not Recommended

Comments:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

*Thank you!*



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Campus Box 12252  
Student Center 218  
Fax: (501) 279-4059



**RA  
RECOMMENDATION**

Name of Applicant: \_\_\_\_\_  
(Please Print)

Current RA Name: \_\_\_\_\_

Residence Hall: \_\_\_\_\_ Phone: \_\_\_\_\_

Length of time you have known the applicant: \_\_\_\_\_

**\*\*This is confidential information to which the applicant will not have access.\*\***

**Please circle the best response indicating the extent to which you agree with the items as related to the applicant for the position of Resident Assistant in the Residence Hall.**

**5—Strongly Agree 4—Agree 3—Undecided 2—Disagree 1—Strongly Disagree UK—Unknown**

- |  |              |   |              |
|--|--------------|---|--------------|
| 1. Is spiritually minded—seeks to be Christ-like in all aspects of his/her life  | 5 4 3 2 1 UK | 10. Does not incur curfew violations                          | 5 4 3 2 1 UK |
| 2. Upholds Harding standards; understands and respects the rules and regulations | 5 4 3 2 1 UK | 11. Has a pleasing personality— is not abrasive and demanding | 5 4 3 2 1 UK |
| 3. Uses proper sign-out procedure  | 5 4 3 2 1 UK | 12. Is able to get along with all types of people             | 5 4 3 2 1 UK |
| 4. Is in good enough health to handle RA responsibilities                        | 5 4 3 2 1 UK | 13. Has the respect of his/her peers                          | 5 4 3 2 1 UK |
| 5. Is organized and responsible with Health and Safety                           | 5 4 3 2 1 UK | 14. Is emotionally stable                                     | 5 4 3 2 1 UK |
| 6. Is able to communicate orally   | 5 4 3 2 1 UK | 15. Is willing to confront another for misconduct             | 5 4 3 2 1 UK |
| 7. Abides by residence hall lobby policies                                       | 5 4 3 2 1 UK |   |              |
| 8. Is dependable—does what he/she says he/she will do                            | 5 4 3 2 1 UK |   |              |
| 9. Attends wing/hall meetings when they are called                               | 5 4 3 2 1 UK |   |              |

_____ Recommended _____ Not Recommended
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Comments:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

*Thank you!*



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Student Center 218  
Fax: (501) 279-4059



**FACULTY  
RECOMMENDATION**

Name of Applicant: \_\_\_\_\_  
(Please Print)

Faculty Member Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Length of time you have known the applicant: \_\_\_\_\_

**\*\*This is confidential information to which the applicant will not have access.\*\***

**Please circle the best response indicating the extent to which you agree with the items as related to the applicant for the position of Resident Assistant in the Residence Hall.**

**5—Strongly Agree 4—Agree 3—Undecided 2—Disagree 1—Strongly Disagree UK—Unknown**

- |  |              |   |              |
|--|--------------|---|--------------|
| 1. Is spiritually minded—seeks to be Christ-like in all aspects of his/her life  | 5 4 3 2 1 UK | 10. Turns in assignments on time                              | 5 4 3 2 1 UK |
| 2. Dresses and behaves appropriately for classes, according to Harding standards | 5 4 3 2 1 UK | 11. Has a pleasing personality— is not abrasive or demanding  | 5 4 3 2 1 UK |
| 3. Attends class on a regular basis  | 5 4 3 2 1 UK | 12. Is able to communicate orally                             | 5 4 3 2 1 UK |
| 4. Does not argue about grades unless justified                                  | 5 4 3 2 1 UK | 13. Has the respect of his/her peers                          | 5 4 3 2 1 UK |
| 5. Is organized and responsible  | 5 4 3 2 1 UK | 14. Is emotionally stable                                     | 5 4 3 2 1 UK |
| 6. Is able to work well in groups  | 5 4 3 2 1 UK | 15. Is cooperative in accepting responsibility for coursework | 5 4 3 2 1 UK |
| 7. Participates in class discussions   | 5 4 3 2 1 UK |   |              |
| 8. Is dependable—does what he/she says he/she will do                            | 5 4 3 2 1 UK |   |              |
| 9. Enjoys being with people  | 5 4 3 2 1 UK |   |              |

_____ Recommended  _____ Not Recommended
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Comments:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

*Thank you!*



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Fax: (501) 279-4059



**GENERAL  
RECOMMENDATION**

Name of Applicant: \_\_\_\_\_  
(Please Print)

Reference Name: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Length of time you have known the applicant: \_\_\_\_\_

**\*\*This is confidential information to which the applicant will not have access.\*\***

**Please circle the best response indicating the extent to which you agree with the items as related to the applicant for the position of Resident Assistant in the Residence Hall.**

**5—Strongly Agree 4—Agree 3—Undecided 2—Disagree 1—Strongly Disagree UK—Unknown**

- |   |              |  |              |
|---|--------------|--|--------------|
| 1. Is spiritually minded—seeks to be Christ-like in all aspects of his/her life | 5 4 3 2 1 UK | 8. Enjoys being with people                                      | 5 4 3 2 1 UK |
| 2. Attends worship regularly  | 5 4 3 2 1 UK | 9. Possesses leadership ability                                  | 5 4 3 2 1 UK |
| 3. Is representative of the type of student Harding stands for                  | 5 4 3 2 1 UK | 10. Has a pleasing personality—<br>is not abrasive and demanding | 5 4 3 2 1 UK |
| 4. Understands and respects Harding's rules and regulations                     | 5 4 3 2 1 UK | 11. Knows his/her limitations and willing to seek help if needed | 5 4 3 2 1 UK |
| 5. Can work with all personalities  | 5 4 3 2 1 UK | 12. Has the respect of his/her peers                             | 5 4 3 2 1 UK |
| 6. Can handle heavy workload  | 5 4 3 2 1 UK | 13. Is emotionally stable  | 5 4 3 2 1 UK |
| 7. Is dependable—does what he/she says he/she will do                           | 5 4 3 2 1 UK |  |              |

_____ Recommended
_____ Not Recommended

Comments:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

*Thank you!*



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