

# 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 attend regular meetings with RLC throughout the year.
- Familiarity with the Overview of Resident Assistant Expectations