RESIDENT ASSISTANT
POSITION DESCRIPTION
Traditional Halls

Position Title: Resident Assistant-Traditional Halls

General Responsibility: The Resident Assistant is a student that is appointed to serve as an extension of the Department of Student Development in the area of Residence Life, to which he/she bears certain professional responsibilities.

Size of Residence Unit: RAs are responsible to serve living areas of 16 to 36 students.

Period of Appointment: The RA’s appointed term starts Monday, August 7th for the 2017-2018 school year and ends the Monday after commencement. Spring, Fall, and Winter RA training times are mandatory.

Accountability: RAs are directly accountable to their Resident Director.

Remuneration: RAs will receive a stipend of $4,250 for the year. It will be paid in biweekly installments.

Qualifications: Applicants must be a 2017-2018 sophomore, junior or senior; have a cumulative grade average of 2.50; a maximum course load of 20 credit hours; be able to give this position a high priority; demonstrate qualities of leadership, character, and Christian maturity; demonstrate a willingness to work for Geneva College; have a genuine interest in working with and serving students; and an ability to provide examples of positive student behavior on campus.

Job Responsibilities: These responsibilities are related to the overall mission and vision of Residence Life which focuses on being protectors and promoters of an educational community. Specifically, that means being committed to Teamwork and Collaboration with the greater Geneva College community; keeping the Residence Halls safe and striving toward Uncompromisingly Maintained Facilities; upholding the Geneva College values personally and using Loving, Redemptive Discipline to educate students who fall short of those values; focusing on the individual’s unique ambitions and valuing Involvement over Programming; and educating student through Purposeful Hiring and Training.

Weekly Responsibilities:
• Participate in 2-hour building staff meeting
• Participate in 1-hour 1:1 with supervising Resident Director
• Fulfill Residence Hall on-duty schedule with rounds through building and filling out room check log
• Complete room checks
• Be available to students on the floor by spending a minimum of 20 hours a week in residence hall.
• Be present in halls most nights and weekends – RAs are allowed up to 10 nights away/semester
• Coordinate weekly discipleship opportunities

Spring 2017 Responsibilities:
• Attendance and participation at all RA Classes (Mondays at 10:10 AM)
• RA in-service on housing process (end of March)
Housing Selection Night (middle of April)

**Fall 2017 – Spring 2018 Responsibilities:**
- RA Fall training including Trek (beginning of August)
- RA In-Service (Monthly)
- Residence Life Christmas Party (December)
- Residence Life Winter Training (January 5-6, 2018)
- RA interest meetings (end of January)
- RA group interviews (early February)
- RA individual interviews (early February)
- Residence Life end-of-year gathering (Monday after halls close)

**Welcome Week activities**
- Opening and Closing of Halls
  - Complete and update room condition forms
  - Distribute and collect roommate agreement forms
  - Create door tags and hallway decorations that are inviting for all students
  - Perform room checkouts and help secure halls at Thanksgiving, Christmas, and Spring Break
  - Complete final room checkouts and assist RD in tracking damages, cleaning, and securing hall
- Ongoing:
  - Call RD on-duty phone whenever encountering emergencies and/or student concerns
  - Maintain good study conditions by enforcing quiet hours
  - Refer students that are in need of special help to appropriate college services
  - Submit work orders and show residents how to submit work orders
  - Mediate roommate and interpersonal conflicts
  - Follow, explain, and enforce Geneva College policies and regulations at all times
  - Be sensitive to issues of diversity and assist in the cultivation of inclusive communities
  - Participate in semester fire drills
  - Communicate with RD all student or building concerns and needs
  - Communicate with RD all other responsibilities (jobs, internships, etc.)

**Traditional Hall Specific Responsibilities:**
- Fulfill Conversation-Based Programming Expectations
- Prepare and facilitate Community Groups as part of the L&T curriculum
- Initiate hall programming as directed by your Resident Director
- Participate in semester staff retreat (fall and/or spring semester, dates TBD)
- Work with your building team and Residence Life to develop and continue creative programming opportunities.
  Programs may include but are not limited to:
  - Covey Cup (September 15, 2017)
  - Fall Festival (October 28, 2017)
  - Trad Hall Block Party (End of Spring Semester)
  - Other specified hall or area programs