



Waldorf College Residence Life

RESIDENT ASSISTANT (RA)

JOB DESCRIPTION

The Residence Life Program at Waldorf College is a vital component of the educational program and academic support services of the college. Our mission is to provide a living-learning environment for all resident students, in accordance with the mission of the college. The goals of the residence life program include: providing individual and/or group educational and development opportunities, offering well-maintained facilities, and offering responsive, efficient, and effective management of services and resources.

The Resident Assistants (RAs) are students who serve as members of the Residence Life staff and are directly supervised by an Area Coordinator (AC). RAs interact frequently and communicate often with resident students, therefore, they have an outstanding opportunity to contribute to the residents' development and education through community building. They are also responsible for implementing programs and enforcing policies through which Residence Life goals can be realized. The RAs are expected to be sincerely interested in the welfare of students regardless of their race, sex, gender, disabling condition, political affiliation, veteran status, religion, ancestry, ethnicity, age, sexual orientation, or marital status. RAs are expected to encourage all residents to be constructively supportive by actual involvement in the overall Residence Life Program.

I. QUALIFICATIONS FOR SELECTION:

- A. Leadership potential demonstrated through previous leadership experiences, recommendations, staff evaluations, and observation through the selection process;
- B. Demonstration of advanced level of maturity exhibited in sound judgment, emotional stability, flexibility, willingness to accept responsibility, understanding and appreciation of diverse cultures, and commitment to equal opportunity;
- C. Solid interpersonal skills and demonstrated ability to interact effectively with others;
- D. Be in good conduct standing with the College (at least not currently on disciplinary probation, no major discipline history);
- E. Have a 2.5 cumulative grade point average. If a student is hired and his or her cumulative grade point average falls below 2.0, employment will be terminated. If a student's semester grade point falls below a 2.0, the continued employment of the RA will be evaluated;
- F. Successfully pass a criminal background check administered by the College.

II. RESPONSIBILITIES:

RAs are responsible for the completion of several different types of tasks. As such, the position has been categorized into five areas including administrative, community development, personal development, counseling/behavior management and departmental expectations.

A. Administrative

In order for the residence halls to operate smoothly, all staff members of the hall must work cooperatively. RAs are expected to provide administrative support, which is important for the smooth operation of the hall and help residents become aware and understand our community living expectations and get involved in building communities on their floor and in the hall. An RA is expected to:

1. Address issues and concerns raised by residents and/or report them to the AC;
2. Complete all assigned monthly tasks, such as duty logs, one-on-ones with the AC or weekly reports, room inventories, and other materials, thoroughly, accurately, and in a timely fashion;
3. Assist the AC and residents with periodic room inspections, fire and tornado drills and proper check-in and check-out procedures;
4. Work with residents in identifying and promptly reporting facilities in need of repair or special custodial attention to the AC, Student Life staff and/or the Facilities staff;
5. Be visible and participate in residence hall programming;
6. Return to campus early in the fall to participate in staff training;
7. Depart later and return earlier during breaks and holidays to prepare buildings for their residents' return to campus; important dates will be provided;
8. Complete other duties as assigned.

B. Community Development

One of the goals of the Residence Life Program is to create an environment where residents are comfortable to live, develop personally, and play an active role in the hall. RAs are responsible for actively assisting the AC in accomplishing desirable programming objectives. Specifically, each RA is required to:

1. Learn the name of each of the residents on his/her floor and as many residents on other floors in the building;
2. Learn something about each resident's background, special interests and academic goals;
3. Participate in providing opportunities for personal development of residents through high-quality services and programs focused on residents' needs (emotional, social, physical, cultural, spiritual, intellectual and occupational) and interests;
4. Be available in the building and spend sufficient time on the floor in order to become well acquainted with the residents;
5. Recognize potential student leaders and encourage their involvement in hall programming, Student Senate, student activities, etc.;
6. Encourage all residents to participate and contribute to the hall and its environment;
7. Contribute to Student Life efforts in promoting an environment conducive to cross-cultural understanding by educating him/herself on issues of racism, prejudice, and discrimination against targeted groups and challenge residents to understand and appreciate our diversity.

C. Personal Development

RAs have the unique opportunity to grow in their positions while on the job. Though the RA must assume the major responsibility for self-development, Residence Life expectations outlined below, will contribute to further growth:

1. Participate in training activities held prior to the opening of school in the fall and spring semesters;
2. Participate in three staff enrichment programs each semester;
3. Attend all weekly staff meetings. Offer ideas or contribute to staff development activities;
4. Maintain a minimum 2.5 cumulative grade point average; if a student's cumulative grade point average falls below 2.0, employment will be reviewed and may be terminated. If a student's semester grade point average falls below a 2.0, the continued employment of the RA will be evaluated;
5. Participate in the evaluation process completed by the Area Coordinator and the residents.

D. Counseling/Behavior Management

RAs are expected to create an environment where study, privacy, and personal values and beliefs are respected. RAs are responsible for ensuring that policies are consistently upheld throughout the residence hall and for impressing upon residents their responsibility for their own actions. Another critical responsibility is to offer support to residents and respond to crisis situations in a timely manner:

1. Evaluate concerns and attitudes of residents on the floor by talking to them, reviewing evaluations, and in some cases formally surveying the residents for feedback on needs, interests, and concerns;
2. Be aware of the procedures for using the services provided by the College, such as referring counseling situations to the AC, Director of Residence Life, Counseling, Health Services, Career Development Center, Writing Center, AACE and Financial Aid Office. The RA should always use these resources when situations are beyond his/her experience and counseling limitations;
3. Be aware of the policies and procedures relating to the residents as outlined in the Student Handbook and the Residence Life Staff Manual;
4. Be aware of the procedures for handling violations of college and residence hall policies and document all violations for the AC to review and process;
5. Respond to behavioral problems in a responsible manner, seeking assistance and support as needed;
6. RAs are expected to confront inappropriate expressions and behaviors, keeping in mind the core values and policies of the College by expressing disapproval of, and challenging (as soon as appropriate) any intentional or unintentional expressions and/or behaviors representing disrespect, intimidation, or threat against a person or group of people;
7. Regularly consult with the AC about the effective approaches to specific problems;
8. Acknowledge the importance of making decisions consistent with the expectations and procedures of the Student Life department;
9. Document and maintain accurate reports of behavioral problems;
10. Serve as an example to residents by abiding by and enforcing all college and residence hall policies. The RA should not violate or ignore violation of regulations or policies, under any circumstances;
11. Behave ethically and appropriately, especially by maintaining confidentiality.

E. Departmental Expectations

The role RAs play in the college community is crucial in setting the tone for how students perceive Student Life and the College in general. As such, RAs are expected to strive to represent the Residence Life Program and the College in a positive light to students, parents and the public. The RA position requires a significant amount of time, and due to the unique nature of the position, no minimum and maximum amount of hours can be designated. Each RA will be expected to devote the appropriate amount of time necessary to fulfill his/her responsibilities. We recommend the RAs spend a minimum of ten (10) hours per week interacting with their residents and performing their duties. Such interactions and performance should include (but are not limited to) time spent on the floor, performing specific staff duty assignments, weekly staff meetings, and staff enrichment programs. Each RA is expected to:

1. Hold regular meetings with residents to explain and promote an understanding of hall and college policies, to share information, and to discuss issues and concerns;
2. Post all notices and communication from the AC, the Student Activities Office, or authorized college and student organizations;
3. Provide constructive criticism of department policies or practices through the following channels: AC and the Dean of Students;
4. Exercise influence in multiple roles as friend, advisor, administrator and community builder to help each resident develop as a person, student, and a citizen of the College community; demonstrating respect for the health, safety, welfare and rights of everyone living in the residence halls;
5. Actively build and maintain an inclusive community on the floor by interacting with and encouraging interactions of all residents regardless of age, race, beliefs, class, culture, sexual orientation, gender, or ethnicity, and promote diversity by honoring and valuing the opportunity to learn from one another;
6. Serve as a good example and role model for other students by exhibiting good academic and personal discipline;
7. Take no more than three personal weekends off during a semester as arranged in advance with the AC. (A weekend is defined as Friday at 5:00 p.m. to Sunday at 5:00 p.m.) At least one-half of each residence hall's staff must be present in the hall on every weekend during the academic year;
8. Accept placement in the various residence halls at the discretion of the Area Coordinators and the Dean of Students;
9. Have any work commitment outside the RA position approved by the Dean of Students in conjunction with the AC. As a rule, work requests over ten hours per week will not be approved;
10. Students who have previously served in the RA position must reapply to the position if they wish to serve a second year. Reapplication selection procedures may differ from selection of first-time RAs. Students may only be employed as an RA for two academic years.
11. RAs may be hired during periods when the College is closed and receive free room and any additional remuneration determined during that period, pursuant to the following:
 - a. The RA agrees to be on duty for an equal portion of the break based on the number of RAs staying during the break;

- b. The RA is a current staff member and plans on returning to staff for the next academic semester;
- c. The RA receives a positive recommendation from his/her current AC indicating that the RA is capable of fulfilling the responsibilities for break housing;
- d. The RA will stay in his/her own room or secure a space in the break housing residence hall if it is determined the break housing will be in another building

III. REMUNERATION:

- \$2,600.00/year
 - i) Residence Life staff will have monthly requirements. If these monthly requirements are not met, the monthly stipend may be reduced based on the discretion of the AC, and work completed;
- Free reserved parking;
- A single room at the cost of a double;
- The experience of a lifetime!

The Department of Residence Life at Waldorf College maintains openness to all qualified persons and does not discriminate with regard to race, sex, gender, religion, ancestry, ethnicity, age, sexual orientation, disabling condition, political affiliation, veteran status, or marital status.