



Waldorf College Residence Life

SENIOR RESIDENT ASSISTANT (SRA)

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 position of Senior Resident Assistant (SRA) at Waldorf College has been created to personify the mission of the College by giving the successful candidates opportunities to have a hands-on experience of what the day-to-day responsibilities are of being a role model for fellow staff and students. The Senior RA position is an advanced opportunity for students who have previously served as Resident Assistants (RAs) to assume additional responsibilities within Residence Life. The difference between this position and the Resident Assistant position is that in addition to having a regular floor and fulfilling the requirements of the RA position, the SRA serves as a role model and resource for RAs. The SRA is also responsible for completing a special project per year, which he/she will coordinate with his/her Area Coordinator (AC). The time commitment is more than that required for an RA.

Senior Resident Assistants (SRAs) are expected to complete all of the duties of a Resident Assistant which are outlined in the Resident Assistant job description in addition to the following responsibilities:

I. QUALIFICATIONS FOR SELECTION:

- A. Meet the qualifications for employment as an RA (see below);
- B. Have successfully served as an RA for at least one academic year.

II. RESPONSIBILITIES:

- A. Fulfill all the responsibilities of an RA (see below);
- B. Be available to arrive early in the fall for SRA training;
- C. Coordinating teambuilding activities and assist with other portions of RA training;
- D. Actively participate in staff development events and activities for Residence Life staff;
- E. Assist the AC with the administration of the hall(s) through the following:
 - a. Coordination of check-in and check-out each semester;
 - b. Orientation of new students to the hall(s) each semester;
 - c. Other duties as assigned;
- F. Work with AC to develop and implement a project during the school year;

III. REMUNERATION:

- A. \$3,000.00/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;
- B. Free reserved parking;

- C. A single room at the cost of a double;
- D. 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.

The following information is included in the Resident Assistant Job Description, and it is incorporated into this SRA job description as well:

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:

SRAs are responsible for the completion of several different types of tasks. As such, the position has been categorized into five areas: 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. SRAs 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 SRA 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. Be responsible for carrying and responding to the Campus-wide Duty Phone;
 - a. While carrying the Duty Phone, the SRA is responsible for the management of campus master keys;
9. 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. SRAs are responsible for actively assisting the AC in accomplishing desirable programming objectives. Specifically, each SRA 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, hall government, 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

SRAs have the unique opportunity to grow in their positions while on the job. Though the SRA 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 and help facilitate 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 falls below a 2.0, the continued employment of the SRA will be evaluated;
5. Participate in the evaluation process completed by the Area Coordinator and the residents.

D. Counseling/Behavior Management

SRAs are expected to create an environment where study, privacy, and personal values and beliefs are respected. SRAs 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 RAs and 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, Counseling, Health Services, Career Center, Writing Center, AACE, and Financial Aid Office. The SRA 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 Catalog, 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. SRAs 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 ACs, Campus Security, Facilities Department and local law enforcements/emergency personnel 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 SRA 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 SRAs play in the college community is crucial in setting the tone for how students perceive Student Life and the College in general. As such, SRAs are expected to strive to represent the Residence Life Program and the College in a positive light to students, parents and the public. The SRA 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 SRA will be expected to devote the appropriate amount of time necessary to fulfill his/her responsibilities. We recommend the SRAs 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 SRA 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 SRA position approved by your AC. As a rule, work requests over ten hours per week will not be approved;
10. Students who have previously served in the SRA position must reapply to the position if they wish to serve a second year. Reapplication selection procedures differ from selection of first-time RAs. Students may only be employed as an RA for two academic years;
11. SRAs 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 SRA agrees to be on duty for an equal portion of the break based on the number of RAs staying during the break;
 - b. The SRA is a current staff member and plans on returning to staff for the next academic semester;
 - c. The SRA receives a positive recommendation from his/her current AC indicating that the SRA is capable of fulfilling the responsibilities for break housing;
 - d. The SRA 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.