RA position snapshot

Requirements:

* Have and keep a 2.5 cumulative grade point average
* Have completed at least 1 year as a full-time enrolled student at Messiah College by the beginning of RA training
* Maintain communication with your RD when you plan to be off-campus overnight (especially on weekends)

Daily

* Connect with your residents (knock on doors, say hello, have intentional connections, support resident activities)
	+ Specific attention given to connecting with students in need and student from under-represented backgrounds
* Role model a commitment to Messiah College standards, healthy relationships and respect for others.
* Communicate (check RA box, voice mail and email daily and make timely responses)
* Proactively respond to situations on your floor/hall (relational concerns, roommate tension, potential safety, maintenance and policy concerns)
* Care for yourself – do what you need to do to maintain your health (spiritual, physical, emotional, etc.)
* Maintain common spaces (floor lounge/kitchen, study rooms, hallways, etc.)
* Other responsibilities as requested by your Residence Director, Director of Residence Life and/or Director of Housing

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Weekly

* Connect with your Co-RA and/or your staff members
* Attend staff meetings
* Attend 1:1s with your RD
* In Building Responsibilities
* Turn in completed paperwork (as per your RD expectations)

Monthly

* Maintain and/or update passive programming (as outlined for you hall)
* Complete and turn in reports (i.e. - Intentional Connections, LT times, etc)
* Plan and implement floor/section programs
* Fire Extinguisher checks and toilet paper distribution (for RAs in apartments only)

Semesterly

* Welcome new residents!
* Participate in all training activities (August training, J-term Training, all-RA meetings, Leadership Summit)
* Prepare housing inventory forms for new residents
* Work hall opening (First year move in, key tables, greet residents)
* Work hall closings (check outs, storage, etc. at Christmas, Spring Break, May closing)
* Enroll in and attend the RA class (fall semester only)
* Complete performance review with your RD

Yearly

* Attend staff retreat
* Attend Leadership banquet
* Complete RD evaluations
* Participate in RA hiring process (i.e. – Carousel night)
* Share in break duty coverage as assigned
* **Average breakdown per week of RA position\***

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| **Job Responsibility** | **Description** | **Hours** |
| **Meetings** | One on One with RD, Staff Time | 3 hours |
| **Administrative Duties** | Clock/walk, maintaining floor, emails, RCI’s/ACI’s etc… | 2 hours |
| **Programming** | Planning, advertising, cleaning up | 2 hours |
| **Connecting with Residents** | Intentional Connections, present on floor, Upper Class and First Year specific programs, lunch/dinner/coffee with residents etc.. | 5-8 hours |
| **Total** |  | 12-15 hours |

* \* Keep in mind this is an average representation over the course of the semester. Each week can look different.