

## Residence Life Student Staff Position Description

Position Title: Senior Resident Assistant

Department: Residence Life

Reports To: Residence Director



OFFICE OF RESIDENCE LIFE

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**Position Summary:** Senior Resident Assistants assist the Residence Director, provide leadership to the building staff, and promote the spiritual, educational, social, cultural, and emotional development of students and their building staff. The SRA position provides the opportunity to be a supportive, caring peer leader to students, helping them learn and grow as they navigate college, manage relationships, discern their future, and mature as individuals within various communities while also assisting building staff members in their RA role and responsibilities.

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**Education Requirements:** Have and keep a 2.5 cumulative grade point average. In addition, SRAs must be in good standing with the College including being free of academic, disciplinary and chapel probation.

**Experience Requirements:** One year minimum of positively evaluated experience as a Resident Assistant at Messiah College.

### Skills, Characteristics Required for Position:

- Demonstrates skills and characteristics necessary for a Resident Assistant. See RA Job Description.
- Leads in attitude through a cooperative spirit.
- Provides necessary support to your Residence Director (RD) supervisor, Residence Life Department and Messiah College, respecting their leadership as a college official.
- Maintains confidentiality regarding students, disciplinary issues, and/or fellow staff members' job performance.
- Displays strong organizational and interpersonal skills as evidenced through recommendation of previous Residence Director(s).
- Demonstrates mature commitment and understanding to the mission of Residence Life at Messiah College.
- Demonstrates a positive and supportive attitude toward the Office of Residence Life, Messiah College, and student Residence Life positions, including your RA team and RD.
- Upholds Messiah College policies and adhere to all state and federal laws.

### Special Working Conditions:

- Although work hours can vary week to week, the SRA role is a 15-20 hours a week position.
- Return to campus approximately 15 days before Fall Semester, 2 to 3 days before RA training begins, stay until the hall closes for Christmas break, return 2 days before J-Term begins, stay until completion of Spring Break room inspections, and stay until the end of checkouts on the Sunday after commencement.
- If on campus paid work beyond the SRA role is desired, it can be no more than five hours per week and must be approval by your RD prior to starting. In addition, other extracurricular involvements and/or other off campus work opportunities should be discussed with your RD to ensure adequate time to perform your SRA duties.
- Be sufficiently present, living and sleeping in your assigned residence hall room, informing your RD if you will be overnighing elsewhere on or off campus.

### **Primary Duties:**

1. Complete responsibilities and expectations of the Resident Assistant position. See RA position description for details.
2. Give administrative leadership to tasks and procedures as assigned by the Residence Director. (i.e. check-in, check-out, t-shirts (if applicable), staff retreat planning)
3. Schedule staff clock and walk for Resident Assistants on your staff each semester. Work with the RD to hold RAs accountable.
4. Serves as the Residence Director's representative in his/her absence.
5. Maintain 2-3 regularly scheduled office hours per week. These hours should be submitted to your RD prior to the first day of classes for each semester. Work on building-related tasks during these hours (reference the

SRA Office Hours Tasks list for further ideas as needed). A minimum of 30 minutes should be spent with your RD each week to specifically discuss SRA related responsibilities during office hours.

6. Take leadership of portions of RA training, staff meetings, staff development and 1:1s as designated by your RD.
7. Create a hall newsletter (updated at least monthly) that highlights events, success tips (stress, sleep, etc.), upcoming events, and highlights a different support area on campus including contact information. This newsletter will go in each bathroom stall and one per apartment.
8. Develop appropriate intentional relationships with all building staff members. Meet with each RA in a 2:1 or 1:1 capacity once per month. The schedule of who they are meeting with each week should be submitted to the RD at the beginning of each semester.
9. Serve as a resource person to other Resident Assistants and to your Residence Director. Be in conversation with your RD of themes you are observing/hearing from your RA team and residents.
10. In conjunction with the entire SRA team, plan and coordinate 2 informal gatherings (1 per semester) for the entire RA staff. The dates for the each semester's gatherings should be sent to the Director of Residence Life to share with the entire RA team by September 15<sup>th</sup> and January 15<sup>th</sup>, respectively.
11. Other duties as assigned by your Residence Director or the Director of Residence Life.

### Secondary Duties:

1. Encourage student involvement in campus wide organizations, activities, and offices.
2. As an SRA you are a campus security authority (CSA) who has the "duty to report" any Title IX or Clery Crimes within 24 hours. Reportable concerns in which Safety or the RD On Call should be immediately called include suicidal thoughts, sexual assault/abuse, assault, harassment of any kind, instances where someone is considering or planning to cause harm to himself/herself or others, knowledge of a crime.
3. Communicate with your supervisor when planning to be off campus overnight (particularly weekends).
4. Assist the Campus Events and Facilities Services staff in identifying areas in need of repair or special custodial attention.
5. Other duties as assigned.