Residence Life Student Staff Position Description
Position Title: Resident Assistant
Department: Residence Life
Reports To: Residence Director

MESSIAH COLLEGE.
OFFICE OF RESIDENCE LIFE

Position Summary: Resident Assistants support the Residence Director of their living area in a variety of ways to promote the spiritual, educational, social, cultural, and emotional development of students. The RA 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.

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

Education Preferred: Completed one year as a full-time enrolled student at Messiah College at the start of the position.

Skills, Characteristics Required for Position:
- Leads in attitude through a cooperative spirit.
- Provides necessary support to 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.
- Demonstrates mature commitment and understanding to the mission of Messiah College.
- Maintains a positive attitude about the Office of Residence Life, Messiah College, and the RA position, including your Resident Assistant team and Residence Director (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 RA role is a 12-15 hours a week position.
- Return to campus approximately 12 days before Fall Semester, 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 RA role is desired, it can be no more than eight 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 RA duties.
- Be sufficiently present, living and sleeping in your assigned residence hall room, informing your RD if you will be overnighting elsewhere on or off campus.

Primary Duties:

1. Intentionally Connect with residents: learn names, stories, support their activities, facilitate learning through dialogue, etc. Inform your RD of student absence, ongoing concerns, or extended illnesses. Refer students to appropriate offices for additional support as needed. Open, honest, and direct communication with your RD is essential.
2. Demonstrate a consistent presence with your residents on the floor/section and around campus.
3. Participate in the following residence life processes: training, evaluations, staff selection, and staff development.
4. Role model a commitment to Messiah College standards, healthy relationships, and respect for others. Act with integrity - your behaviors and actions should be congruent with College policy, your conversations with the Residence Life staff, RA team, and students. Be mindful of personal social media content and the image you portray as a representative of Residence Life.

5. Promote an environment of inclusivity with specific attention given to connecting with students in need and students from under-represented backgrounds.
6. Maintain consistent communication: check mailbox at least every other day, respond to emails within 48 hours, etc.
7. Proactively respond to issues across campus: relational, safety, cleanliness, maintenance, code of conduct violations, campus crises, etc.
8. Commit to ongoing self-care in order to maintain mental, spiritual, and emotional health.
9. Maintain common spaces: floor lounge/kitchen, study rooms, hallways.
10. Be consistent and prompt in attendance for meetings: 1:1s with your RD, staff times, staff retreat, training, hall/section meetings.
11. Maintain and update passive programming as outlined for your building.
12. Plan and implement thoughtful programming that meets programming requirements.
13. Complete administrative duties in conjunction with programming, Intentional Connections, and maintaining floor/section budget.
14. Complete clock/walk responsibilities including but not limited to: being present and available at your scheduled time, informing your RD of switches, intentionally interacting with students, addressing concerning behavior promptly, and completing rounds and logs.
15. Work with your RD to assist in the check-in and checkout processes: assist with housing condition inventory forms, move-in days, storage, keys etc. Assist with opening and closing responsibilities of residence halls.
16. Enroll, attend, and actively participate in the RA class (HDFS 205: Principles of Peer Relations) as a first time RA.
17. Complete all expectations related to the Experiential Learning Initiative (ELI) whether or not this is your first ELI experience.
18. Other duties as assigned by your supervisor or the Director of Residence Life.

Secondary Duties:

1. Encourage student involvement in chapel and other campus wide organizations, activities, and offices.
2. As an RA 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. Perform fire extinguisher checks and toilet paper distribution (apartment RAs only).
5. Other duties as assigned.