



## Lead Resident Assistant Job Description

**PURPOSE:** The Lead RA is selected to be an integral member of the Residence Life staff. The Lead RA reports to and is directly accountable to the Area Coordinator or Assistant Area Coordinator in their area. The Lead RA works closely with other Residence Life staff members to serve the students of Mississippi College's residence halls. The Lead RA serves the Resident Assistants in their buildings by creating an open and safe environment that will enable the RA's to develop to their fullest potential intellectually, ethically, socially, spiritually, and morally in the context of a community. In addition, the Lead RA aims to provide challenge and support to the Resident Assistants in the effort toward effective leadership, responsible citizenship, identity development, and personal success. The specific qualifications and responsibilities for a Lead RA are outlined below.

### QUALIFICATIONS:

1. Enrolled as a full-time student at Mississippi College for a minimum of three semesters. Have served at least two of those semesters as a Resident Assistant.
2. Have a minimum cumulative and semester GPA of 2.5 at the time of application and maintain during his/her term of service as a Lead Resident Assistant.
3. Maintain full-time student status (12-18 credit hours) and not exceed 18 credit hours.
4. Be in good judicial standing with the institution.
5. Have an active and growing Christian faith.

### RESPONSIBILITIES:

**Community Development:** The Lead RA will serve the Resident Assistants by mentoring them, encouraging RAs to become involved in their building(s) community and campus community, and support and affirm the residents to discover and foster their unique strengths.

1. Assist their supervisor to provide leadership for a staff of 6-9 Resident Assistants.
2. Develop and maintain positive relationships with RA's through availability, accountability, creativity, credibility, and confidentiality.
3. Conduct bi-weekly 1-on-1's with 2-4 Resident Assistants.
4. Encourage Resident Assistants in personal, social, spiritual, and academic development.
5. Support and challenge Resident Assistants in their spiritual growth and development.
6. Promote cooperation among Resident Assistants in the areas of facility upkeep, visitation hours, quiet hours, etc.

7. Promote and support events on campus and within the Clinton Community.

**Administrative Tasks:** The Lead RA will be responsible for administrative duties related to the day-to-day operations of the area in which they serve. All responsibilities will be conducted with guidance and assistance from the Lead RAs direct supervisor.

1. Responsible for facilitating the check in/out process conducted by Resident Assistants at the beginning and end of semesters.
2. Oversee the desk operations; including hiring, supervising, scheduling, and timesheet management for the Desk Assistants in that area.
3. Disperse information at a weekly staff meeting as deemed by the AC/AAC.
4. Participate in a regular on call coverage with other RAs in their area of service.
5. Assist with reports as required by the AC/AAC (i.e. incident reports, room change requests, maintenance/housekeeping requests, intentional conversation reports, etc.)
6. Facilitate the planning and implementing programs each semester.
7. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently.
8. Perform other duties as assigned by the AC/AAC.

**Support of Policies and Standards:** As employees of Mississippi College, the Lead RA is perceived as a representative of the College in his/her relationships and contacts both on and off campus. Lead RAs are expected to uphold institutional and residential standards and policies as outlined in "The Tomahawk", Mississippi College's Student Handbook.

1. Be thoroughly familiar with "The Tomahawk", Mississippi College's Student Handbook.
2. Communicate all disciplinary problems promptly to the Area Coordinator or Assistant Area Coordinator along with accompanying incident reports.
3. Communicate and model behavior and policy expectations of Mississippi College to residents in the residence halls and the campus community.
4. Confront inappropriate behavior when it occurs and take necessary follow-up measures.
5. Assist with conflict resolution regarding roommate problems or amongst RA staff.
6. Support and do not openly disagree with college regulations.

**Staff Training and Development:** The Lead RA is expected to participate in staff training, which is designed to develop the Lead RA to have the necessary skills to perform their job and meet expectations.

1. Arrive early to campus for Fall and Spring Training. Typically the day before RAs return in order to attend Lead RA training
2. Fulfill opening and closing responsibilities (i.e. Room Inventories, Maintenance/Housekeeping reports, Check In/Out Procedures, etc.)
3. Lead weekly staff meetings as appointed by the AC/AAC and individual one on ones with 2-4 RAs and AC/AAC.
4. Participate with the AC/AAC in mutual performance evaluations based on job description.

**TIME COMMITMENT:** Although it is difficult to quantify a ministry role like that of a Lead Resident Assistant, Lead RA's can expect to put in at least an average of 20 hours/week. Extra-curricular activities should not conflict with the time needed to effectively perform the assigned duties of the Lead RA position throughout the year. Lead RAs are to be available and accessible to RAs and residents throughout the academic year.

**COMPENSATION:** Lead Resident Assistant will have 1-3 roommate(s) along with receiving a biweekly paycheck. Lead RA's are paid \$8.00 an hour for 20 hours a week.

***The Lead Resident Assistant position is a one academic year commitment. Reappointment is not guaranteed, but is based upon an exemplary performance record and the successful completion of all interviews and applications required for returning staff. The Lead Resident Assistant's performance is under continuous evaluation so as to maintain the highest possible standards. Failure to meet any of the qualifications or responsibilities listed in this agreement or specified by the Residence Life Staff may result in personnel sanctions which could include, but are not limited to, verbal or written warnings, probation, or possible termination.***

### **Lead Resident Assistant Work Agreement Signatures:**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Student ID#:----- \_\_\_\_\_

Date:----- \_\_\_\_\_

Residence Life Staff Signature:

----- \_\_\_\_\_

Date: ----- \_\_\_\_\_