



## **JOB DESCRIPTION**

### **PURPOSE**

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

### **QUALIFICATIONS**

1. Enrolled as a full-time student at Mississippi College for a minimum of one semester.
2. Have resided in on-campus housing at Mississippi College for a minimum of one semester.
3. 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 Resident Assistant.
4. Maintain full-time student status (12-18 credit hours) and not exceed 18 credit hours.
5. Be in good judicial standing with the institution.
6. Have an active and growing Christian faith.

### **RESPONSIBILITIES**

**Community Development:** The Resident Assistant will serve in the residence hall by mentoring residents, encouraging residents to become involved in the residential and campus community, and by supporting and affirming the residents in their efforts to discover and foster their unique strengths.

1. Provide leadership for a community of 20-50 residents within the residence hall and to actively cultivate relationships with each of their residents.
2. Develop and maintain positive relationships with residents through availability, accountability, creativity, credibility, and confidentiality.
3. Engage in intentional conversations with residents.
4. Encourage residents in personal, social, spiritual, and academic development.
5. Support and challenge residents in their spiritual growth and development.
6. Promote cooperation among residents 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 Resident Assistant will be responsible for administrative duties related to the day-to-day operations of the residence halls.

1. Responsible for check in/out of residents at the beginning and end of semesters.
2. Disperse information as deemed by the AC/AAC.
3. Participate in regular on call coverage as assigned by the AC/AAC.
4. Assist with reports as required by the AC/AAC (i.e. incident reports, room change requests, maintenance/housekeeping requests, intentional conversation reports, etc.)
5. Plan and implement programs each semester
6. Work the residence hall lobby desk for four hours monthly.
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 or Assistant Director of Residence Life.

**Support of Policies and Standards:** As employees of Mississippi College, the Resident Assistant (RA) is perceived as a representative of the College in his/her relationships and contacts both on and off campus. 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 AC/Lead RA 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.
6. Support and do not openly disagree with college regulations.

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

1. Arrive early to campus for scheduled Fall and Spring Training sessions.
2. Fulfill opening and closing responsibilities (i.e. Room Inventories, Maintenance/Housekeeping reports, Check In/Out Procedures, etc.)
3. Attend and participate in staff meetings and individual one on ones with the 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 an RA, RAs can expect to put in at least 20 hours/week. Extra-curricular activities should not conflict with the time needed to effectively perform the assigned duties of the RA position throughout the year. RAs are to be available and accessible to residents throughout the academic year.

If you are hired as a Resident Assistant, you will be unable to serve on The Crew or as a Blue and Gold 101 Mentor. By accepting an RA position in the Freshman area you are agreeing to not participate in a large leadership role (i.e. president, vice president, rush or follies chair) in either a Club or Tribe.

## **COMPENSATION**

Resident Assistants in all buildings will have a roommate along with receiving a biweekly paycheck. All Resident Assistants are paid \$7.50 an hour for 20 hours a week.

## **General Expectations of the Resident Assistant**

The following items are not written explicitly in your job description but are expected from each Resident Assistant. Violations of the items below can result in termination.

### **LOYALTY TO YOUR EMPLOYER**

It is important that you never intensify student complaints whether justified or not. Direct students to report complaints to the AC/AAC. Never criticize your fellow staff members or the Residence Life program in front of students. This loyalty is a two-way street. Remember that as you expect loyalty from those with whom you work, so must you be loyal to them.

### **CONFIDENTIALITY:**

Student conversations should be held in confidence. It is impossible to maintain trust when confidences are violated. When warranted, you should make the student aware that you have a responsibility to the college and not all things can or should be kept in absolute confidence. Generally speaking, the following are situations that need to be reported:

- Information regarding a serious problem of student conduct or violation of college policy.
- A personal problem of the student when you think there is a potential danger to the student or to those around him or her.
- Information which leads you to believe that a student is exhibiting problematic behavior to the point that professional help is needed.

\*\*Remember, it is always wiser to err in the direction of discussing a problem with your AC/AAC than to keep quiet for fear of “telling.”

\*\*Gossiping in ANY situation to your peers or fellow Resident Assistants is NOT acceptable!

### **CONSISTENCY AND IMPARTIALITY**

It is important that you treat all students impartially. Favoritism leads to a lack of trust from other students and often causes you to make unwise decisions.

### **INTEGRITY**

Despite any and all denominational divides, the Residence Life Office operates on the truths that the Bible is the infallible word of God and that our lifestyles should reflect the teachings of Jesus Christ. As Resident Assistants and student leaders at Mississippi College, any action on or off campus that is not above reproach or does not bring honor to the Lord is unacceptable.

### **PRIORITY**

The priorities of a Resident Assistant (in this order) are: your academic commitments, your residence hall staff responsibilities, and your extracurricular activities. The Residence Life Staff feels that Resident Assistants are first and foremost students. However, a Resident Assistant should be the type of student that can handle the Resident Assistant responsibilities and academic requirements without neglecting either.

### **NOTE**

Only specific individuals are allowed to speak to the media. These people include the President, Vice Presidents, and the Director of Public Relations. Residence Life Staff are not allowed to be spokespersons for Mississippi College.