

Resident Assistant Job Description

2024-25

Position Overview: Resident Assistants (RAs) serve a particular floor in the residence halls and provide leadership through crisis response, community programming and development, spiritual care, and peer support as they learn the residence life experience. RAs are culture shapers in their role and are invested in the larger campus community by promoting the holistic wellbeing of our students through meaningful collaborations, resources, and peer support.

Reports To: Respective Area Director

Time Commitment: Nine-month position corresponding to the academic year. Up to 20 hours per week during the academic year. During August and January training, you are expected to be fully available during those weeks (see dates below)

Compensation: Amount equal to the cost of housing (est. \$5900). This grant will be added to your student account in two installments which will occur at the beginning of each semester. **Should your contract end before end of term, your compensation will be prorated to compensate you for your time in the role.*

Position Stipulation: A Resident Assistant may not hold another student life student leadership position or an SGA executive position.

Minimum Requirements:

- Willingness and commitment to engage with, define and shape the student experience at Trinity
- Ability to tell the story of who you are and how you are being formed in Christ
- Demonstrated commitment to the mission and values of Trinity Christian College
- Strong work ethic and dedication to uphold the position description and leadership expectations
- At least one semester of full-time enrollment at Trinity before the leadership role begins
- A minimum cumulative GPA requirement of 2.5 or higher

Role Responsibilities:

Community Development

- Provide leadership for a community of approximately 20-49 students within their residential building and know all residents' names by first 30 days of the semester
- Engage in intentional, mission-centered conversations with residents that promote the academic, spiritual, mental, physical, and social wellbeing of students
- Promote positive interaction across lines of difference, creating a space that allows diversity and unity to co-exist.
- Respond to conflict between residents and assist in mediating conflicts
- Communicate with the Area Director regarding student concerns including but not limited to academics, unusual absences, roommate conflicts, mental health
- Collaborate with the Hall Spiritual Life Coordinator to provide opportunities for spiritual development and growth on your floor

- Provide encouragement and support to your residents through uplifting and integrity-filled speech and action.
- Maintain confidentiality expectations
- Perform other duties as assigned

Administration

- Participate in the move-in and move-out procedures of residents
- Complete necessary documentation/reports in a timely manner with excellence
Weekly Reports, Incident Reports, Rounds Reports, Front Desk Log, Work Orders, Care Team Reports, and others as assigned
- Manage the completion and processing of residential paperwork (room changes, housing intent, sign ups, etc.)
- Respond to residence life communications (email, text, etc.) in a reasonable time frame
- Carrying out any administrative tasks as requested by the Area Director
- Perform other duties as assigned

Programming

- Plan, promote and implement:
 - 3 floor gatherings a month
 - 3 building/area gatherings a month
 - The Residence Life traditional event associated with your building. **for example: Southies Tavern, Trollway to Love, etc.*
 - Semester Kickoff Events
 - Campus Partner Events: Block Party, Escape Rooms, etc.
- Manage floor programming budget.
- Encourage students in their participation in campus events, such as athletic events, plays, concerts, lectures, STAC/Organization events, etc.
- Perform other duties as assigned

Peer Support/Resourcing/Crisis Response

- Know campus resources – Office of Learning Services, mental health, student life, etc - and direct students towards utilization
- Provide first response to crisis situations on campus and follow protocols and training to initiate on call staff response
- Respond to student concerns in a timely manner
- Perform other duties as assigned

Policy Enforcement

- Live in accordance with Trinity Christian College's student handbook, mission statement, commitment to diversity and commitment to unity. It is expected that RAs remain above reproach in their role regarding policies.
- Communicate and support the college and residence hall policies to residents.
- Facilitate four mandatory meetings throughout the school year
- Confront policy violations and report them to the Area Director

- Uphold all standards for resident safety
- Report any information regarding a potential occurrence of sexual assault, sexual or gender-based discrimination, dating violence, stalking or any other violation in alignment with Title IX.
- Perform other duties as assigned.

Front Desk/Rounds

- Work at the front desk in your assigned area for 6 hours per pay period
- Welcome students entering the residence halls with hospitality
- Direct visitors to complete a sign in sheet
- Respond to crisis and/or policy violations in coordination with the on-call staff and campus safety
- Plan, promote and implement activities at front desk
- Participate in building rounds up to three times per week and monitor student safety and facility needs
- Perform other duties as assigned

Facilities

- Ensure the proper use of campus facilities by residents through clear communication and follow up.
- Submit work orders for facilities concerns in a timely manner
- Call on-call for any facilities concerns that raise potential for injury or harm and implement protocols as directed
- Perform other duties as assigned

Collaboration/Team

- Attend and actively participate in all RA staff meetings, training, in-service and Area Director 1 on 1s.
- Be supportive of other staff members and maintain working relationships with other residence hall staff members
- Participate in program evaluation and feedback

Training Requirements:

- August Retreat/Training – RAs are expected to have complete availability from Monday, August 5th to the first day of classes. Sabbath rest days will be scheduled into this time frame. Expect that training will run from 8am to 10pm each day.
- January Retreat/Training – RAs are expected to have complete availability from Tuesday, January 7th at 9am to the first day of classes. Sabbath rest days will be scheduled into this time frame. Expect that training will run from 8am to 10pm each day.
- Shared Student Leadership Training – Plan to attend 2 to 4 training opportunities each semester. These will range from student leader specific trainings to conferences and development opportunities on campus.
- Other trainings communicated to you by your Area Director.

Additional Requirements:

- Attend chapel at least once a week
- Attend weekly (or bi-weekly) 1 on 1s with your Area Director. Your Area Director will determine the frequency, but 1 on 1s will equal a total time block of an hour every two weeks.
- Attend weekly 2-hour staff meetings.

Required Dates: Residence life responsibilities begin on Monday, August 5th and officially conclude at 5pm on the Saturday after the Spring Semester ends. During this time, Residence Life staff are on-duty with the following exceptions:

- One Weekend Off Per month
 - The expectation on your weekends “on” is that you have availability for desk and/or rounds in the evenings and are attending at least one campus event occurring over the weekend. You are welcome to take off campus day trips as long as you are present throughout the weekend at various events. This means that your evening residence should be on campus during your weekends “on” unless cleared by your Area Director.
- Residence Hall Closures:
 - Thanksgiving Break (on contract until Tuesday, November 26th at 5pm and returning on Sunday, December 1st at 12pm)
 - Christmas Break (on contract until 5pm on the Saturday of final exam week with a return on January 7th at 9am for RA retreat/training)
 - Spring Break (on contract until the Friday leading into break at 5pm and returning on the Sunday concluding break at 12pm)
 - Easter Break (off contract for break hours after buildings close and returning when they re-open)

RAs are required to be present for the following On-Campus Events:

- Block Party (1st Weekend of the Fall Semester)
- Fall Fest (Weekend in October)
- Escape Rooms (1st Weekend of the Spring Semester)
- Next Step Workshop (in the Spring Semester)
- OPUS (Mid-April)