

# The Position of Resident Assistant

Resident Assistants (RAs) are employees of the Student Life Department. As a member of the Student Life staff, the Resident Assistant is expected to strive to create and maintain an effective community within their living area. The position requires good judgment, sense of humor, commitment to Jesus Christ, humility, self-discipline, compassion, teachability, availability, and sensitivity to cultural diversity. George Fox intends to offer the RA a program that combines intensive training in combination with practical experience in the areas of peer advising and referral, confrontation, personal development, programming, interpersonal relating, and administrative responsibilities. Student Life expects RAs to establish and maintain credibility and rapport with residents and fellow staff members. This type of impact on the community comes from the demonstration of personal character and integrity founded in Christian commitment.

Resident Assistants are supervised by an Area Coordinator who reports to the Associate Dean of Students. As employees of George Fox University, RAs are perceived as representatives of the university in their relationships and contacts both on and off campus. RAs are expected to uphold university standards as outlined in the Student Life Handbook.

Five important aspects of the Resident Assistant program, which require non-negotiable commitment:

## I. Staff Relations and Staff Development

1. Attends all staff meetings as scheduled by the Area Coordinator.
2. Attends one-on-one meetings as arranged by the Area Coordinator.
3. Participates in a close working relationship with the Area Coordinator and treats other staff members with courtesy, respect, and consideration.
4. Assists with the selection of new Resident Assistants during the spring semester.
5. Participates in peer staff efforts to upgrade RA performance and personal growth through accountability.
6. Supports staff programs within the living area through attendance and/or promotion.

## II. Administrative Duties

1. Thorough familiarity with the Student Handbook.
2. Responsible for check-in/check-out of residents at the beginning and end of each semester.
3. Disperses information as provided by the Area Coordinator.
4. Reports all physical damage of living area, and assesses the appropriate fines.
5. Provides evening duty coverage as assigned by the Area Coordinator.
6. Conducts living area meetings when necessary.
7. Resident Assistants are expected to be on campus Halloween night and Bruin Preview weekend, as well as other days determined by Residence Life staff.
8. Assists with reports as required by the Area Coordinator (i.e., incident reports, room change requests, living area satisfaction surveys, etc.).
9. Maintains a good relationship with Plant Services personnel.

## III. Policy Interpretation and Enforcement

1. Communicates all disciplinary problems promptly (within 24 hours) to the Area Coordinator along with accompanying reports.

2. Communicates and models behavior and policy expectations of George Fox to residents in the living area and the campus community.
3. Confronts inappropriate behavior when it occurs and takes necessary follow-up measures (i.e., incident reports, peer advising, and referrals).
4. Makes/conducts referrals as appropriate to the Area Coordinator.
5. Supports or does not openly disagree with university regulations.

#### **IV. Leadership and Community Development**

1. Provides peer advising within individual limits in areas of: personal, spiritual, financial, social, career goals, academics, or other interests not listed.
2. Familiarity with services offered around campus such as academic counseling, clubs and activities, the Registrar's Office, the Health and Counseling Center, Christian Ministries, and room reservations.
3. Assists in development and implementation of living learning programs that enhance the living area and community.
4. Plans and implements programs each semester as directed by the Area Coordinator.
5. Identifies needs, values, desires, frustrations, goals, and interests of residents in the living area.
6. Participates in spiritual growth experiences.
7. Accessible in the living area during most evening hours (minimum of 3 evenings per week).
8. Develops and maintains positive relationships with living area residents in order to be an approachable and credible advisor and resource person.
9. Treats residents with courtesy, respect, and consideration.
10. Assists in promoting good morale and constructive attitudes with residents.
11. Initiates contact with students and stimulates conversation among residents of the living area.
12. Is discreet in the confidence entrusted to him or her.
13. Promotes cooperation among residents in the areas of facility upkeep, visitation hours, quiet hours, etc.

#### **V. Employment Requirements**

1. Participates in Residence Life In-Service in August, beginning approximately two weeks prior to fall semester.
2. Register for and participate in Walkabout (CHMW 235).
3. Register for and participate in Residence Life Seminar (LEAD 235) during the fall semester.
4. Maintain a minimum 2.5 cumulative GPA.
5. Performing between 2.0 and 2.49 semester GPA while employed as an RA will result in employment probation.
6. Performing below 2.0 GPA will result in dismissal from the position.
7. Attends in-service meetings during spring semester.
8. Attends Staff Retreat in the fall and spring semester.
9. Additional employment, or volunteer work, or involvement in other campus or off-campus organizations and teams shall be limited and subject to consultation with your Area Coordinator. (RAs are not permitted to work or volunteer more than 5 hours per week)
10. Review of job performance.
11. Accepts responsibility for master keys with the understanding that the keys will not be loaned, reproduced, or misused in any way. Failure to abide by this agreement could result in probation or dismissal.

12. Current CPR certification.
13. Other duties as assigned by the Area Coordinator.

**VI. Minimum Requirements/Qualifications:**

1. An academic GPA of 2.5 or above.
2. At least 19 years of age by the first day of the RA contract.