Southwestern College – Residence life

Resident Assistant Application Timeline

Thursday, February 6th at 7:00pm**: optional Game Night**, Cole Hall 3rd floor lobby
Friday, February 21st**: Applications due** by **5 PM**
Sunday, March 2nd from 3pm-6pm**: RA Interviews** in the Student Life Office
Thursday, March 6th**: Fall 2014 Hall Staff ANNOUNCED!**
Friday, March 28th**: Acceptance Letter** due back to Sarah Hallinan by **5 p.m.**

Resident Assistant Job Description

A select group of students are chosen for the Resident Assistant (RA) positions at Southwestern College. RAs have the responsibility of helping promote individual growth and developing a sense of community in the residence halls. It is expected that applicants will be interested in both the welfare of students and in the success of Southwestern College.

Qualifications:

The RA candidate must be characterized by the following: leadership potential, maturity, responsibility, self-esteem, motivation, initiative, high energy level, strong interpersonal skills, good standing with the College.
Candidates must have a cumulative grade point average of 2.5 and be a full time student with at least sophomore standing.

Terms of Employment:

Period of the Position. The period of the position is for the academic year. Specific dates are indicated in the RA contract. RAs will be required to report to campus early for training and remain until after the hall closes each semester. **(contract dates listed below)**

Training. RAs are required to attend a training session in August that begins approximately one week before the residence halls open. RAs are required to attend a training session each January that begins before classes begin for the Spring semester. RAs are expected to attend monthly in-service training sessions throughout the semester.

Outside Employment. Resident Assistants may be employed outside of this position for a maximum of 20 hours per week only with **prior approval** from his/her Resident Director and Director of Residence Life.

Time Commitments. The schedule for each RA varies. Each RA is required to work a specified number of hours per week and to be on duty at designated times during the week. Periodically, RAs will be required to be in the building on weekends and holidays. RAs are also required to attend a weekly staff meeting.

Academic Performance. *All RAs must maintain at 2.5 cumulative grade point average* during the period of employment. Failure to maintain this standard will result in job probation, during which time an individual contract will drawn up by the Director of Residence Life. If, after one semester, the conditions of the contract have not been met, the RA may be removed from the position.

Evaluation. Resident Assistants report to their Resident Director and the Director of Residence Life. Formal written evaluation of the RAs by his/her Resident Director will occur in the middle of the first semester and every fall semester thereafter. Informal evaluation should be ongoing between the Resident Directors and the RA.

Continuation of the Position. Continuation of employment is dependent upon successful completion of tasks, exhibition of growth in and enthusiasm for the position. RAs who wish to return each year must submit a request for continued employment, accompanied by a recommendation from the Resident Director.

Responsibilities:

The purpose of the residence hall staff is to facilitate the growth and development of students in the residence halls, enabling them to receive maximum benefits from the college experience. RAs do this in a number of ways.

Assistance to Students

- Welcoming new students and orienting them to the residence halls
- Participating in Builder Camp as an orientation leader
- Developing relationships with each resident on the wing/floor
- Identifying and encouraging leadership potential in residents
- Identifying potential academic, emotional, social or physical problems
- Being knowledgeable of referral sources available to students and making appropriate referrals
- Being available to residents
- Developing an atmosphere of community and mutual respect on the wing/floor
- Acting as a role model for the wing and residence hall

Educational Duties

- Enforcing Southwestern policy – inform residents and explain rationale behind the policies and consequences of behavior
- Keeping students informed of academic resources, student activities, and services to students
- Planning and attending programs, both social and non-social
- Maintaining an atmosphere conducive to effective study

Administrative Responsibilities

- Preparing for the opening and closing of the residence halls
- Maintaining regular communications with the Resident Director and discussing situations which warrant his/her attention
- Attending all fall and spring training, in-service training and weekly staff meetings
- Distributing administrative notices and announcements
- Being on duty during the week, weekends and holidays as assigned
- Preparing bulletin boards and doortags
- Reporting needed maintenance (work orders)/housekeeping needs and responsibly caring for Southwestern College property and following up on completion
- Completing weekly reports and other assignments
- Attending weekly hall staff meetings

Staff Responsibilities

- Demonstrating team work by supporting other staff members and working cooperatively with them
- Remaining open to constructive criticism and acting on it appropriately

Benefits:

First year RAs are paid $2,000 an academic year plus they receive a private room at the cost of a double. Second and third year RAs are paid $2,500 an academic year.

Housing Staff Contract Dates 2014-2015

Fall

Resident Assistants Return – Sunday, August 3rd, 1pm-3pm

Hall Staff Welcome Back Dinner – Sunday, August 3rd, 6pm
RA Training will be held Monday, August 4th –Wednesday, August 6th
Orientation Leader Training, Thursday August 7th – Saturday August 9th
Freshmen Move-in, Sunday, August 10th 9am-2pm
Builder Camp, Sunday, August 10th – Tuesday, August 12th
Returning and Transfer Student Residence Hall Check-in – Wednesday, August 13th, 9am – noon
RAs may leave for Christmas break – Friday December 12th after hall closing & being dismissed by hall director (hall closing starts at 6pm)

Spring

RAs return for Spring Semester -Friday, January 9th by 5pm

Spring Welcome Back Dinner – Friday, January 9th, 5pm
Spring Training/Hall Work Day, Saturday, January 10th
New Student Check-in – Sunday, January 11th 3-5pm
Resident Assistants may leave for summer break – Tuesday, May 12th