



Resident Assistant (RA) – Job Description

Time Frame: August – May (early)

Commitment: 20 hours each week

Reports To: Area Coordinator

Scholarship: 75% of the cost of room & board

The RA serves within the residence hall as a peer leader, intentional friend, team member, administrative assistant, and event planner for a community ranging from 14-33 students.

General Qualifications:

Be a traditional Corban student who has completed at least two semesters at Corban and...

1. Demonstrates an authentic relationship with Jesus
2. Displays collaborative leadership strengths
3. Exhibits peer leadership abilities
4. Is able to work unpredictable/irregular hours
5. Is in good standing with campus offices
6. Practices effective organizational skills

Academic Qualifications:

Be registered as an undergraduate student at Corban who...

1. Possesses a cumulative G.P.A. of 2.5 or higher
2. Registers for at least 12 undergraduate credits at Corban per semester
3. Registers for no more than 18 credits per semester
4. Registers for no more than 4 credits at any other institution or at the graduate level per semester

Responsibilities:

Policies and Procedures

- Be familiar and compliant with Corban's Student Handbook as well as basic residence hall policies and procedures



Residence Halls

- Assist in the opening and closing of the residence halls each semester
- Create a theme for your hall based on a biblical principle. (Incorporate your theme into the décor of your hall including the walls, bulletin boards and community bathroom.)
- Develop leadership opportunities for returning residence hall students
- Lead a small group in your hall
- Orient new students to the residence halls and Corban's campus
- Promote academic success through your own example and a consistency in enforcing quiet and courtesy hours

Relationship-Building

- Encourage and support your residents through the life issues they encounter
- Foster a comfortable and receptive environment by interacting with your assigned residents on a regular basis
- Intentionally set goals that will help you and your residents grow toward relational, emotional, academic, and spiritual maturity
- Maintain an on-campus presence most weeknights and weekends
- Take advantage of community opportunities by regularly attending chapel, sport events, drama and music productions, and eating regularly at Corban Dining

Discipline

- Assist the AC in the mentoring of individual students
- Exert consistent and proactive disciplinary action when needed
- Positively communicate residence hall policies and expectations to residents
- Provide a peace-making presence for roommate conflicts
- Respond to potentially volatile moments with poise, grace, focus, etc.

Safety

- Be First Aid/CPR/AED certified and physically prepared to administer basic first aid (training offered on campus).
- Promptly advise the Area Coordinator of mental health, behavioral, social, physical and/or spiritual concerns observed within your resident population.
- Provide leadership regarding fire code standards, building evacuation protocols, etc.



Training

- Attend all training sessions as outlined in the Hiring Process/Training Timeline
- Attend weekly RA class
- Meet bi-monthly with AAC
- Meet bi-monthly with AC
- Meet weekly with RA team

Programming

- Create events that exemplify wisdom and integrity, express truth and compassion, and embrace challenge and growth
- Design and lead a weekly small group for your residents
- Develop and lead monthly community gatherings

Other

- Support and work effectively with other campus offices
- Promptly administer various surveys, forms, and reports
- Represent the University with maturity and professionalism
- Support, encourage and pray for fellow RAs, ACs and University personnel
- Accept no other commitments unless approved by the Dean of Students
- Perform other duties as assigned

Job Limitations

In order to meet the unique demands of the position, RAs cannot...

- Be Education majors with Senior Block or the Senior Student Teaching requirements
- Perform academic internships/practicums and be an athlete
- Perform academic internships/practicums and work
- Work and be an athlete
- Work or volunteer more than five total hours a week