



RESIDENT ASSISTANT JOB DESCRIPTION

TITLE: Resident Assistant

HOURS: TBD

FUNCTION:

The Resident Assistant (RA) position carries diverse and sometimes ambiguous responsibilities. The position requires a high level of commitment of both time and effort. Few faculty or administrators will have the opportunity to know as many students as well as the Student Staff. The LABI Residence Director relies heavily on the RA's knowledge in order to address student needs.

RA's enhance each resident student's experience by providing information, direction, guidance, friendship, and support. There are informal day-to-day contact with students as well as formal meetings and programs.

RA's are required to interact with a wide variety of students inside LABI setting. It is therefore essential that they are able to communicate openly and honestly. Trust and support are two basic ingredients to a healthy community. These ingredients can develop only when community members are willing to share and listen, particularly at those times when differences, disagreements, and frustrations occur. The RA's often have the opportunity to use these "teachable moments." Such moments are the prime opportunities for residents to experience personal growth.

The responsibilities of the RA are broadly defined so as to assume a degree of responsibilities for the entire residence life program. The RA's responsibilities may extend over 24 hours, and seven days a week, as needed ONLY.

Resident Assistant reports directly to Residence Director.

MINIMUM JOB QUALIFICATIONS:

- ❖ Have lived in the LABI dormitories or been an off campus student for at least one semester.
- ❖ **Grades:** Must be and remain in good academic standing, the RA's must maintain a cumulative grade point average of 3.0 or above
- ❖ **Morning Prayer:** Must be and remain in excellent Morning Prayer attendance
- ❖ **Chapel:** Must be and remain in excellent Chapel attendance
- ❖ Must strive to provide a service that is effective and demonstrate our commitment and dedication to LABI
- ❖ Must strive to be an individual that mirrors transparency, honest, and accountability
- ❖ Must strive to work as a body seeking a common goal by respecting and honoring each member of the LABI staff and students
- ❖ **Any additional off-campus employment must not exceed thirteen hours per week and be approved by Residence Director. Outside employment must not interfere with the RA responsibilities**

ESSENTIAL DUTIES AND RESPONSABILITIES:

The responsibilities shall include, but are not limited to:



- Required to help in dormitory check-in at the beginning of each semester
- Required to enforce all LABI Student Manual policies and regulations
- Must wake up at 6:30am Tuesday – Thursday and “call” for morning prayer
- RA’s are required to sit in the first two rows during prayer meetings and chapel services
- Is required to assist in prayer and chapel check-ins
- Participate in Leadership Team activities
- Attend LABI student events
- Required to attend and participate in bi-weekly Thursday devotionals and Hall activities.
- **Emergency response** – RA’s are the primary responder to emergencies within their hall. While each RA will have designated duty nights, staff is expected to assist whenever they are in the building.
- **Desk shift** – All RAs work a weekly three-hour desk shift as part the RA position
- **Duty** – Each RA will have a weekend duty (Friday 3pm to Sunday 11pm) about once a month. Duty entails staying in the hall to be accessible, walking the building to do security checks, and responding to any issue, incident or need. In addition, staff is expected to share duty responsibilities over break time when the halls remain open (Thanksgiving, Spring Break, Easter, etc.).
- **Opening, closing and breaks** – RAs serve a facility role in getting the halls ready to open and closing them down for breaks and at the end of the school year. As such, RAs arrive early and depart late at Thanksgiving, winter and spring breaks, as well as stay two days after the halls close in May.
- **RA Training** – RA’s arrive 3 days before new/returning student move-in. Training schedule goes from 8 a.m. to 10 p.m. and includes evening responsibilities.
- **Regular meetings** – Meetings include weekly staff meetings
- Must be able and willing to commit a significant portion of their time and energies to the responsibilities of the position. It is essential that the Resident Assistant is available to the residents of the floor section in the hall during evening hours.



Resident Assistant Job Application

Please complete the application and sign in your own handwriting.

Name: _____
Last First Middle

Home Address: _____
Street City State Zip

E-mail: _____

Cell Phone #: _____

Church You Regularly Attend: _____

Do You Have Other Obligations (Job, Drama Team, Touring Team, etc.) Yes No

GPA*: _____

Availability for the 2013-2014 School Year (Check one):

____ I will be available for both semesters next year. I will only be available for the Fall ____

Reason: _____

Essays

On a separate sheet of paper, write your responses to each of the following questions. Please keep each essay between 250 – 300 words.

1. Write a cover letter to the Residence Director, explaining why you are interested in this position. Include your thoughts on why the RA job will prepare you for your future career.

References

You need to provide one letter of recommendation. This letter can be written by an LABI staff, faculty member, Pastor, or church leader. Return the letter to us with the rest of your application. Have the reference letter put in an envelope with their signature across.