

Personal Recommendation
Resident Assistant 2010-2011

Please read this job description with _____ in mind. If you believe the student is capable of performing well within this description, then please sign your name at the bottom of this page in the area specified. Thank you! –Student Development Team

Qualifications:

Resident Assistants are evaluated on a number of criteria, including the following:

- A. **Empathy:** the ability to understand and relate to others in a caring manner, regardless of the problem or circumstances
- B. **Emotional Stability:** the extent to which one appears emotionally well-balanced
- C. **Flexibility:** the ability to change plans or ideas when the need arises and to be adaptable to new situations or unexpected circumstances
- D. **Sensitivity to Differences:** the ability to be sensitive to students' differences in personality, interests, culture, worship styles, etc.
- E. **Assertiveness:** the ability to express thoughts, feelings, and beliefs in direct, honest and appropriate ways which do not violate another person's rights
- F. **Responsibility:** the ability to complete tasks and assignments on time and to be accountable for consistent follow-up when needed. Should be a role model in every respect.
- G. **Spiritual Maturity:** commitment to one's own spiritual growth and the ability and willingness to challenge and encourage others.
- H. **Academic:** at least 2.25 GPA

Responsibilities:

- A. Be aware of student concerns and notify the residence life professional staff in dorm of students with personal problems, illnesses, injuries, family emergencies, etc.
- B. Participate in RA training in the spring semester. Be available to assist with turnover of buildings when school closes for breaks throughout the year. Be the last to leave for breaks and the first to arrive from breaks.
- C. Be available for evening, open house and weekend on-duty assignments.
- D. Participate in specific Residence Life Training in August and attend continued RA training twice a semester.
- E. Attend weekly meetings as scheduled with the Area Coordinator and 1-on-1 RA meetings as scheduled.
- F. Attend meetings called by Student Development staff for special training or other reasons.

Administration:

- A. Assist the professional staff with room checks, check in/out, reporting damages and maintenance problems and other tasks as assigned.
- B. Complete all paperwork, including work orders, RA journals, incident reports and program reports, as assigned by the Area Coordinator.
- C. Conduct floor meetings as needed.
- D. Maintain public areas and equipment of floor, including lounges, as directed. Act as liaison between students and college administration by posting announcements and information and by relaying student ideas and concerns to appropriate college officials.
- E. Meet on-duty requirements outlined in the RA work schedule under the direction of the Director of Residence Life
- F. Oversee open house desk duty.

Programming:

- A. Plan or lead students in educational, social, spiritual and cultural activities on the floor. These activities should reflect knowledge and understanding of institutional and departmental goals. AC's will assign a specific number of required activities.
- B. Help with planning and attendance at residence-wide activities as requested by the professional staff.

Enforcing College Policies:

- A. Know, support, communicate and enforce established policies as written in the Student Handbook and other college publications.
- B. Maintain adequate study environment on the floor by enforcing quiet hours as established in the Student Handbook.
- C. Supervise Open House in accordance with established policies.
- D. Report all violations of college rules and policies to the professional staff.

Print Name

Sign Name

Date

1. _____	1. _____	_____
2. _____	2. _____	_____
3. _____	3. _____	_____
4. _____	4. _____	_____
5. _____	5. _____	_____