



**WARNER PACIFIC COLLEGE  
DIVISION OF STUDENT AFFAIRS  
RA JOB DESCRIPTION**

**Title:** Resident Assistant  
**Reports to:** Resident Life Coordinator  
**Remuneration:** Room and Board

**GENERAL DESCRIPTION**

As a member of the Warner Pacific Residence Life Staff, the Resident Assistant is responsible for establishing and maintaining a positive living environment for residents. The RA is responsible for community development activities, administrative functions, policy enforcement, crisis intervention, and building duty coverage. The position requires high integrity, a willingness to work hard, and an ability to navigate the tension between student advocate and disciplinarian.

The following are the specific qualifications and general descriptions of the major areas of responsibility. The Residence Life Coordinator may assign additional tasks. Specific expectations are outlined in the Resident Assistant Manual and by the Residence Life Coordinator at the beginning of the school year.

**I. Qualifications**

- RAs are required to maintain a 2.5 GPA.
- RAs must remain in good standing with the College regarding social and financial obligations.
- Applicants are required to have lived in WPC's campus housing for at least two semesters.

**II. Terms of Agreement**

- August 2015 - May 2016.
- Live in assigned residence hall or apartment space during contract period and abide by all terms and conditions of the RA contract.
- Participation in RA August Training, ASWPC Walkabout Training, January ASWPC Leadership Training, enroll in Leadership Class, attend monthly ASWPC meetings and participate in Spring Leadership Retreat
- Additional time commitments must be approved by the Residence Life Coordinator (10 hrs or more per week).
- RAs are required to maintain certification in CPR and First Aid (classes held on campus during RA training prior to fall semester).

**RESPONSIBILITIES AND EXPECTATIONS OF THE RESIDENT ASSISTANT**

**1) Time Commitments**

- a) Regularly scheduled commitments include: weekly staff meetings, weekly one-on-one meetings with your supervisor, and building duty coverage.

- b) Other commitments include: training sessions, in-services, monthly ASWPC meetings, RA recruitment and selection, opening and closing of the facilities at the beginning and at the end of each semester, and building coverage over vacations, holidays, and semester breaks.

## **2) Community Development and Programming**

- a) Be accessible and available to residents of the building both on and off duty. Arrangements for any overnight leave from the residence hall/apartments must be made in advance with the Residence Life Coordinator.
- b) Plan, coordinate, and implement programs under the supervision of the Residence Life Coordinator.
- c) Lead hall and/or community meetings at the beginning and end of each semester and when necessary.
- d) Promotes cooperation among residents in the areas of facility upkeep and Residence Life policies and expectations.
- e) Models responsible behavior in the living area as well as in the campus community.

## **3) Administrative Responsibilities**

- a) Assist in implementing daily building operations and services (e.g., maintenance requests, health and safety inspections, fire drills, etc.).
- b) Keeps Residence Life Coordinator informed of issues and events pertaining to students and prepares necessary reports and records, including program plans and incident reports.
- c) Assists with managerial functions, including proper check-in/check-out procedures, reporting physical damage or student concerns to the Residence Life Coordinator, and general file management of their students.

## **4) Policy Enforcement/Crisis Intervention Responsibilities**

- a) Possess a solid grasp of information contained in the Student Handbook (The Squire) and RA manual. Communicate this material with residents.
- b) Confront students who impose upon community standards and violate Residence Life policies. Document incidents and policy violations in a timely manner.
- c) Maintain building safety and security. Respond to emergencies and crisis situations as they occur.

## **5) Communication and Referral**

- a) Provide residents with information on campus services and refer residents to appropriate services.
- b) Maintain on-going communication with the Head RA, Student Affairs Coordinator, Student Affairs Coordinator in regard to issues or concerns related to the residents or building maintenance

## **RESPONSIBILITIES AND EXPECTATIONS OF THE Head RESIDENT ASSISTANT**

- 1) The Head RA Position will be responsible and expected to complete all normal RA expectations
- 2) The Head RA will
  - a) Act as the liaison between RAs and Residence life Coordinator and inform Coordinator of issues and concerns related to residents or building maintenance
  - b) Partner with the Residence Life Coordinator in coordinating Residence Life large events
  - c) Act as the liaison between Residence Life and Student Government by attending and reporting to Student Government meetings and attending and reporting to Senate meetings
  - d) Update Residence Life of ASWPC calendar
  - e) Coordinate with Campus Events Coordinator and Residence Life Coordinator to recruit and maintain Preview Day host, communicate host protocol, and act as student voice in Preview Day panels.
  - f) Conduct weekly check ins with Resident Assistants and report to Residence Life Coordinator
  - g) Conduct paperwork and other tasks as assigned by the Residence Life Coordinator.