

**Seward County Community College
Resident Assistant
Job Description**

Resident Assistants are students employed by the Housing Department which requires them to live on-campus. Resident Assistants provide leadership for all on-campus housing residents based on training, previous experience in residence halls, positive attitudes and behavior towards Student Housing, and achievement in and out of the classroom. A Resident Assistant's first responsibility is to help each resident grow to the fullest of his/her capacities so that he/she is a better educated individual.

The Resident Assistant position is contracted for one semester.

Requirements

- I. At least a 2.5 GPA
- II. Must be enrolled in at least 12 credit hours per semester
- III. Must have at least 1 semester of prior housing experience, for example: working in housing, living in housing, etc.
- IV. Must be available for all of Resident Assistant Training and Move-In/Move-Out days

Responsibilities

- I. Programming
- II. Consultation and Referrals
- III. Administration
- IV. Discipline
- V. Public Relations
- VI. Other Duties and Expectations

I. Programming

- Attend and participate in the R.A. training, fall and spring are required.
- Acquaint yourself with all residence hall residents and develop a community.
- Provide at least one activity for Housing Residents.
- Attend and support residence hall sponsored events and activities.
- Assess the interest and needs of your residents and aid in the development of activities and wellness programs to meet these needs.
- Direct meetings with residents when necessary.
- Encourage individual hall members to become involved in residence hall activities.

II. Consultation and Referrals

- Be AVAILABLE and willing to confer with residents who are having academic and/or social difficulties.
- Provide information concerning hall facilities, campus locations, registration, college and hall activities, etc.
- Act as a resource person.
- Work with behavioral problems and make appropriate referrals. It is important to know your limits and to understand how much you can assist the resident.

- Keep routine verbal and visual contact with each hall resident. You are serving as their Resident Assistant. Being visible means being available to your residents in the evening hours and on weekends even when you are not on duty. The residents should know the name and physical description of their R.A.

III. Administration

- Assist in the check-in and check-out process at the opening and closing of each semester.
- Be on duty 24/7 anytime you are in the halls or on-campus and support other staff. Report for duty at the assigned time and frequently make rounds throughout the building and outside areas.
- Attend staff meetings.
- Pick up and distribute mail anytime the Director or Assistant Director is not available to do so.
- Office duty includes sorting mail, delivering notes, answering the phone, checking out and keeping track of hall equipment, and other duties as assigned.

IV. Discipline

- Know and follow campus housing regulations.
- BE A POSITIVE ROLE MODEL.
- Assist residents in following the regulations as set forth in the Student Housing Handbook.
- Help residents in individual growth toward self-discipline.
- Report behavior infractions to the Housing Director or Assistant Housing Director.
- BE CONSISTENT IN ENFORCING THE POLICIES/REGULATIONS.
- Try to prevent poor behavior from happening.

V. Public Relations

- Act as a positive role model for residents in conduct, attitude, academics and involvement at all times in and out of the residence halls. (In other words, you are an R.A. 24 hours a day!)
- Accept special assignments with the Division of Student Services.
- Assist Admissions in giving tours if the Director or Assistant Director is not available.

VI. Other Expectations/Duties

- No off campus jobs during R.A. employment, unless approved by the Director.
- Salary is room and board. This amount is credited to your student account.
- Make sure all housing buildings and surrounding areas are presentable at all times.
- Be on time and take your job seriously!
- Be flexible and willing to help out even when you are not actually scheduled to work.

Seward County Community College

APPLICATION FOR EMPLOYEMENT

RESIDENT ASSISTANT

Position: Resident Assistant Date: _____

Name: _____ ID: _____

Date of Birth: _____ Home Phone #: _____ Cell Phone #: _____

Home Address: _____

(Street/Box) (City) (State) (Zip Code)

College Address: _____

Major: _____ Cumulative GPA: _____

1. Names of three persons, not relatives, who have known you for at least two years.

(Name) (Business & Position) (Phone Number)

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2. Employment data: List the names, addresses and phone numbers of your last two employers.

May we contact the employers listed? _____ Yes _____ No. If not, please indicate which ones you do not wish us to contact: _____

3. Membership, Interests: School activities, Honorary, Social, Athletic, Etc.

4. What position of leadership or responsibility have you held in school, work, or elsewhere?

5. Are you able to accept criticism? _____ Yes ____ No

6. Concisely describe why you feel qualified for the position and what strengths you would bring to the position.

7. List 3 Weaknesses:

8. List 3 Strengths:

9. Describe your understanding of the role of this position.

10. Why are you applying for this position?

Along with this application, please provide two letters of recommendation, a short essay on why you want to become an R.A. and a copy of your unofficial transcript.

This application and the items listed above must be returned to the Director of Housing for priority consideration by June 15, 2020.