

Central Kansas Dream Center

Resident Assistant Job Description

The Resident Assistant (RA) facilitates the social and personal adjustment of students to the residence dorm and the ministry. The RA develops a sense of community among residents and actively participates in the residence life system. The RA serves as a positive role model to residents. The RA enforces the rules and policies of the Dream Center. The RA acts as a liaison between residents and the ministry administration.

Required Duties and Responsibilities

General

1. Attend and participate in weekly staff meetings on Tuesdays at noon.
2. Assist in the supervision of the residence hall, responding to all requests and emergencies during duty hours. Remain on-call for the remainder of the weekend.
3. Attend and participate in staff training sessions.
4. Contact the appropriate ministry leader on behalf of the residents regarding issues of concern to the residents.
5. Be available to residents while on duty.
6. Perform other tasks as required.

Community and Student Development

1. Assist residents in their adjustment to roommate and community living.
2. Design and implement experiences that enhance the social, community, and personal development of residents and ministry community.
3. Relate well to individuals of all ethnic, racial, cultural, and religious backgrounds, encouraging better understanding of cultural diversity and individual differences on the floor and in the building.
4. Respond to all witnessed violations of rules

Administrative

1. Actively inform residents of ministry information.
2. Assist, as requested, in the handling of all emergency situations (e.g., fire, health, safety).
3. Receive and promptly process requests for maintenance repairs and custodial needs received from residents.
4. Assess the physical condition of rooms before and after occupancy.

On-Call

RAs respond to lockouts, emergency situations, and policy violations. They also monitor residence hall conditions and fill out maintenance and custodial orders as necessary. Being on-call is an ideal time to be visible throughout the residence hall. It provides time to visit with residents and socialize with other staff.

Outside Involvement

In addition to the RA position, Resident Assistants who are currently college students may be employed or hold an internship/practicum up to 15 hours per week outside of

the Dream Center; college graduates will be allowed to work more hours. Internships/practicums or outside employment must be approved by the supervising Director or Assistant Director before the RA can begin working. The RA should discuss the possibility of an internship/practicum or outside employment before applying for the opportunity. If the RA is unable to balance internships/practicums or outside employment and uphold expected performance as a RA, changes will be required.

RAs may not assume any role of leadership or service that might prevent them to be adequately available to residents and perform RA duties.

All extracurricular activities are subject to the approval of the Director or Assistant Director prior to participation. If the RA would like to hold an executive position within an organization they must first consult with the Director or Assistant Director.

RAs are expected to uphold the standard of the Dream Center. This means R rated movies, cigarettes, chew, alcohol, and drugs are prohibited. Dating relationships between other RAs, staff, and other residents is prohibited.