

Cedarville University Job Description

Position: Resident Assistant

Division: Residence Life, Student Life Division

Reports to: Resident Director

Position Description: As a member of the Residence Life Staff, the Resident Assistant is responsible for active supervision and direction of the residence hall living area to which they are assigned as well as supervision over the student body. Qualified individuals will also provide leadership by serving as a positive role model.

Qualifications:

1. Must have a GPA of at least 2.5 to obtain and maintain the position.
2. Must be able to serve as an RA for both semesters of an academic year.
3. Must be able to participate in the RA training week which begins the Sunday prior to Getting Started Weekend.
4. Must provide a positive example of a maturing and growing relationship with Christ.
5. Must live in adherence to the University policies as outlined in the Student Handbook.
6. Must have completed Focus Leadership expectations.

Essential Functions:

1. Develop relationships which include regular contact with the students in the hall/unit .
2. Communicate residence hall and University policies and procedures to the hall/unit.
3. Attend regular meetings as scheduled by the Residence Life Staff.
4. Plan, conduct and organize beneficial unit/hall meetings.
5. Consistently and appropriately respond to violations of University policies (as directed by the Student Handbook, RD's and Deans).
6. Support the RD in planning, participating in, and promoting residence hall programs/activities.
7. Staff open dorm hours.
8. Maintain "quiet hours" in hall/unit.
10. Other duties as assigned by the RD/Deans.

Required Mental/Physical Abilities:

1. Must be able to hear and speak clearly.
2. Must have good communication skills.
3. Must be able to lift up to 35 pounds.
4. Must be able to maintain a significant level of confidentiality.