



## RESIDENT ASSISTANT JOB DESCRIPTION

**Mission Statement: “To lead people towards maturity in Christ through spiritual growth, relationship building, and personal discipline.” Colossians 1:28**

1. Be a committed disciple of the Lord Jesus Christ. Model the power of God’s word and prayer in daily life as well as the love of Christ for others. Strive to be Christlike in your thoughts, words, and actions. Follow Him in obedience according to His word; be a leader in conduct, attitude, and service.
2. Believe in the mission of Manhattan Christian College and adhere to the rules of this institution.
3. Assist in the guidance of other students towards a growing relationship with Jesus Christ.
4. Be a degree-seeking MCC student. (Preferably seeking a Bachelor’s degree)
5. Have a minimum cumulative grade point average of 2.50. This will be verified.
6. Be a junior or senior in academic status for the 2017-2018 school year.
7. Be available for:
  - RA training sessions...These training sessions are mandatory! There will be three before the end of the Spring semester.
    1. Weekly R.A. meetings
    2. Weekend responsibilities
    3. “Check in” and “check out” before and after each semester
    4. Orientation
    5. Student needs on a day to day basis
    6. Check-out students during finals week with the Residence Hall Supervisor
    7. Weekly meetings with your floor or suite
    8. Work at the Control Desk once to twice a week (this will include weekends)
8. Be able to provide leadership/servant hood in:
  1. Administrative responsibilities
  2. Community building

3. Helping roles
4. Role modeling
5. Campus programming

9. You must help the current RA's & Supervisors during the last week of the 2017 spring semester with clean up, check out and preparation of the residence halls for the summer and fall. You are to help until the last student checks out on **May 12, 2017**.

10. All RA's MUST be back on campus **Saturday, August 12, 2017**. If you would like to move in early you may make arrangements to move in on Friday, August 11. **THIS IS VERY IMPORTANT THAT YOU BE HERE!**

### **RESIDENT ASSISTANT RESPONSIBILITIES:**

1. Work with the Residence Hall Supervisor in holding students accountable to Biblical Christian standards and the rules of MCC and the Residence Halls.

(Sometimes you may not always agree with certain rules...i.e., curfew, job checks, etc...however, as an RA, it is up to you how the rules are portrayed. If you are positive about them, then others will pick up on that. Please remember that it is just as important for YOU to respect the rules as it is for the others.)

2. Be available to students in the Residence Hall. Spend time building relationships with them. Set times specifically when students know you will be there. We know that you cannot be in the Residence Hall at all times, however, it is very important to be there as much as possible so that they can see your leadership and they can appreciate your investment into them. They need to see that you care about them.

3. Assist students in problems associated with:

- a. College transition
- b. Relational issues
- c. Homesickness
- d. Stress
- e. Other personal issues

Try to be aware of any students who may be having problems and if further help is needed refer to the Residence Hall Supervisor.

4. Attend all Residence Assistant training sessions. These sessions are mandatory!

5. Attend weekly Resident Assistant meetings with the Residence Hall Supervisors. These are mandatory meetings as they are the times when the RA's and the Supervisor can discuss items that are relevant to Residence Hall life as well as to build community amongst the RA's. These meetings must be a priority in your life.

6. Work with the Residence Hall Supervisors and Student Development Staff during the week of Orientation. Assist with the check-in of students moving into the Residence Halls.

7. Work with the Residence Hall Supervisor in assisting with the check-out process of students moving out of the Residence Halls. Each RA is to remain in the Residence Halls until the last student checks out (Fall and

Spring semesters) in order to help with the check-out process.

8. Attend weekly Residence Hall devotions and help keep track of attendance at devotions.
9. Assist the Residence Hall Supervisor with the planning of dorm devotions.
10. Be actively involved with Residence Hall functions and plan a minimum of one floor or suite function per month.
11. Plan weekly floor/suite meetings (maximum 15 minutes in length).
12. Assist the Residence Hall Supervisor in overseeing Residence Hall hours.
13. Help in supervising the care of the Residence Hall. Assist in room and job checks during your week on-duty. Report any fines to the Residence Hall supervisor immediately following job and/or room checks. Remember, the Residence Hall is your home, so do not be afraid to fine girls/guys for not properly doing their jobs. We need to instill in each and every one of these students that all should respect and keep the Residence Halls clean.
14. Report anything that needs repaired to the Residence Hall Supervisor. (maint@mcccks.edu)
15. Limit weekends out-of-town and always report to the Residence Hall Supervisors when you will be gone.

All Resident Assistants MUST BE ON CAMPUS DURING LARGE ON-CAMPUS EVENTS except in extenuating circumstances. These events include Family Weekend, Oasis, Timothy Days, and any other weekends specified by the Residence Hall Supervisors.

16. Report any problems to the Residence Hall Supervisor (behavioral or social).
17. Alternate taking one week of duty with the other Resident Assistants. When it is your week, duties include:
  1. Unlock the outside doors at 7:00 am.
  2. Do job checks and room checks. Post fines and report these to the Residence Hall Supervisor.
  3. BE available as much as possible during the week (leave notes to where you are, etc.) Make an extra effort to BE in the Residence Hall a majority of the time.
  4. Duties will be for a period of seven consecutive days as defined by the Residence Hall Supervisor.
19. Work at the Control Desk to help with safety for all of our students who live in the residence halls. The Residence Hall Supervisor will schedule each RA to work at the control desk throughout the week and on the weekends. When you are scheduled, duties include:
  1. Working at the control desk from 11:00 pm to 12:00 am week nights and 12:00 am to 1:00 am on Friday and Saturday nights.

2. Lock all doors except main lobby door in Kenoyer Hall & 2FN Lobby door in Johnson Hall when your shift starts.
3. Check in all guests (this includes everyone not living in the residence hall) by having them sign-in writing their name, date, and time of their visit and have them sign-out when they leave.
4. Report any suspicious guest, vandalism, or disorderly conduct to the residence hall supervisor or authorities immediately.
5. Lock main lobby doors at 12:00 am week nights and 1:00 am on Friday and Saturday.

**REMUNERATION:**

Each Resident Assistant will be required to purchase a 10 or 15 meal housing/dining option. Each semester you will receive a \$1,547 credit toward your housing/dining bill and \$1,000 cash stipend. The stipend will be paid on the 15th and 30th (or the earliest business day closest to these dates) of each month during the semester.

# RESIDENCE HALL

## RA Application

Please make sure you read over the entire Resident Assistant Qualifications & Requirements very carefully. All of the qualifications must be fulfilled in order for you to be considered for the position of RA.

You must have two completed reference forms from, a local Pastor, current boss, someone you are currently doing ministry with, or an MCC faculty/staff member. Please do not have a friend or family member complete a reference form. Reference forms are found on the website below the application link and must be completed by Monday, February 13, 2017.

After an initial screening by the selection committee, you will be notified if you are selected to interview for this position. Those being interviewed will sign up for an interview through the Student Development Office. The exact day and times of interviews will be determined later.

Full Name \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male  Female

Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Current Year in College:

- SO
- JR.
- SR.

MCC Degree Intent: \_\_\_\_\_

Dual Degree Intent: \_\_\_\_\_

Describe how you have grown spiritually since you have been at MCC.

Why do you want to be an RA?

What two things would you like to help improve in the Residence Hall as an R.A.

What is one thing that your RA did that made an impact on you? What do you see as the role of an RA?  
Why do you think that it is important to have RA's?

What would be your strengths in this ministry?

What would be your weaknesses in this ministry?

What do you think are the two best things in the Residence Halls?

Describe our current worship/quiet time with God

What two things would you like to help improve in the Residence Hall as an R.A.

What is one thing that your RA did that made an impact on you?

Ministries and/or Community Activities	Responsibilities

**REFERENCES:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship \_\_\_\_\_

Use this space for additional answers and or comments.

**THANK YOU FOR APPLYING!!**

*RA applications are due February 10, 2017 by 5pm to the  
Director of Student Development*