

RESIDENT ADVISOR JOB DESCRIPTION AND APPLICATION Andrews University Lamson Hall

If you are interested in applying for the position of Resident Advisor, you will need to:

- Carefully read the following partial job description.
- Fill out in detail the attached application and submit pink section only.
- Ensure that you have submitted your application no later than the deadline of **5 pm on Wednesday, March 7, 2018.**
- Send out recommendation forms. Ensure that they have been received by the Lamson Hall office no later than **Monday, March 26, 2018.**
- See Natalie Johnson to make an appointment for your interview.
- Meet your interview appointment at Lamson's Tutoring Room.
- Attend the applicant activity on **Tuesday, March 13, 2018 from 9:15 pm – 10:30 pm** in the Lamson Aerobics Room.

We suggest you keep this section to remind you of the various crucial appointments you will need to keep.

BACKGROUND

The Andrews University Resident Advisor program has two important goals: one is assisting in the maximum development of desirable characteristics in each resident, and the second is fostering and maintaining a climate which enables the residents to benefit most from their college experience. The Resident Advisor is primarily concerned with the residents' success in pursuing academic, spiritual, social, and physical excellence.

To gain some degree of success in reaching these goals, the Residence Hall must be conceived of as more than a well-organized, efficiently-run hotel; it must provide more than bed and shelter. It must not be an escape from the intellectual life of the campus, but an integral part of the mainstream of the campus. Towards that end, Lamson Hall constantly introduces programs geared to foster varied areas of growth, such as Professors in Residence, in-house tutoring, Lifestyle seminars, etc. The RA team plays an integral role in these programs.

ROLES

The RA serves one of the most comprehensive roles in the entire Student Life division. No student situation escapes her involvement. It is beyond question one of the most difficult student positions to hold and to perform well. The RA's role is defined and directed by the Dean, and the RA is at her 24-hour disposal. To hold so many responsibilities and to be accountable for so many people during the time when she is shaping her own education and is herself under academic pressure, is perhaps one of the greatest challenges a student can face.

No matter what responsibilities she is specifically assigned as an RA, there are basic roles that she will assume. Perhaps the most influential is that of role model. Remember, the very fact that she was chosen for this position says to every student that she possesses certain characteristics that the University respects and considers important. To new college students, she is especially looked to as a model.

An RA models behavior that others will come to assume as appropriate behavior for students at Andrews University. If she models good study skills, there is an increased chance that new students in her living unit will also begin to emulate this pattern of study. If she conducts herself in accordance with Christian principles and A.U. standards for student behavior, there is an increased chance that her residents will also emulate this pattern of living. While *on or off campus*, the RA is expected to conduct herself as a highly respected employee of the University, and as a faithful witness to the Lord. She must pledge to always handle her responsibility carefully and with the honor it deserves.

The RA must be keenly sensitive to the needs of individuals and be willing to give of her time and self to recognize these needs when they arise and to meet them with the appropriate help. She can expect to encounter stress and disappointment, but she may also expect to experience remarkable personal growth as she acquires a large variety of skills in interpersonal relationships, self knowledge, programming and administration.

RESPONSIBILITIES

The Resident Advisor's functions are broad, varied, demanding, and time consuming. She must organize her time well, as some tasks are daily, some weekly, some per semester, etc. Although no all-inclusive list of duties can be developed, by the time the RA arrives in the fall, she will have received a detailed Job Description. A general outline of major responsibilities is as follows:

1. Orientation and Training

The first function of a newly chosen RA will be to attend a 2-week Training & Orientation program held in the fall 2 weeks before school begins. A major portion of this time will be spent in specific RA orientation and training with the other women RAs, and another portion in joint training with the men's RAs. There will be no additional room rent charges during this time of orientation, and a major portion of the meals will be provided.

2. Advising Students

The RA must accept each resident as a unique individual. Her relationship with students should be such that they will not hesitate to ask her for advice or counsel. To help develop this rapport, it is helpful if the RA is available in the evenings, Sunday through Thursday.

3. Programming

Each RA is expected to plan Monday evening wing worships, community service projects, wing parties and educational programs, and will participate in all special activities/projects in the Residence Hall. Constructive suggestions pertaining to Residence Hall projects, worship speakers, educational seminars, or other activities are welcomed and expected.

4. Reports

The RA is to make a thorough tour of her area each day, checking for housekeeping and maintenance items that may need to be reported, and submits a weekly written report including pertinent information regarding individual students, student morale, housekeeping concerns, unusual occurrences, and overview of how the RA herself is doing. The RA is expected to notify the Dean at any time regarding her concerns and observations.

5. Room Inventories & Name Tags

The RA is responsible for supplying a name tag for each door (and for replacing them when necessary), filling out Room Inventory sheets and checking residents in and out during the pre-week and post-weeks of school. This process also takes place during the semester and at the end of Fall and Spring Semesters as students change rooms or leave the Residence Hall. Some of these duties will begin at the END OF THIS YEAR as newly selected RAs assist in the checkout process.

6. Co-Curricular Attendance

Throughout the week as well as for weekend services, the RA will be assigned certain co-curricular programs in which she will swipe ID cards for attendance. She will also endeavor to appropriately deal with behavioral problems occurring during the services.

7. Bulletin Boards

The RA is expected to make creative bulletin boards for her wing every 4 weeks and make sure announcements are posted and updated.

8. Meetings

The RA is expected to attend Prayer Times Sunday & Wednesday from 10:45-11:00 pm or Monday & Thursday from 10:45-11:00, and weekly team meetings scheduled each Tuesday from 9:30-11:00 (once a month beginning at 9:00), during which time the deans and RAs evaluate the past week's activities, make plans for the week ahead, and participate in in-service seminars. Because the RA is also a Desk Receptionist, she will need to also attend the regular Desk Receptionists' Meetings as scheduled by the Dean.

9. Wellness Room Check

Room check gives the RA a wonderful opportunity to visit and encourage her residents. She is expected to carefully and honestly record residents that are present and those who are absent.

10. Desk Receptionist

As part of her 14 hr/wk contract, the RA is expected to work approximately 3 hours each week at Lamson Desk.

11. Public Relations

The RA represents the University at all times, in both a direct and indirect manner, promoting a fuller understanding of the University and its objectives. She is an extension of the Office of the Dean in administrating and interpreting the Student Life curriculum, agenda, and campus policies.

12. Control and Administration

The RA is expected to maintain a living environment conducive to spiritual development and academic success, as well as other goals of a college experience. She is responsible for the University's physical property and decorum, and is expected to interpret and enforce University rules, regulations, and policies such as noise disturbances, men in the Residence Hall, the sanctity of the Sabbath, etc.

The RA's responsibility to carry out a policy is NOT dependent on her personal agreement with the policy: should an applicant find herself in disagreement with a policy to the degree that she cannot consistently and in good grace carry it out, then in all honesty she has a duty to decline appointment or to resign her post, as the case may be.

13. Security Check

The RA will conduct, on a rotating basis, a complete check of the residence hall after curfew, ensuring the residence hall is quiet and safe for the night. She will also, during these assigned shifts, conduct a second check of residents who were not located during the roomcheck time frame. The hours of security check are 12:45 am -2:15 am (Sunday-Friday) and 1:30 am – 3 am (Saturdays).

QUALIFICATIONS

1. Academic

The position of RA demands that the applicant meet the requirements of her academic program while fulfilling the responsibilities of her position. As it is never intended that an RA's grades will be sacrificed to her job, an above-average grade point record is a prime indicator of the applicant's ability to perform both functions well. For this reason, **A MINIMUM GRADE POINT AVERAGE OF 3.0 IS REQUIRED PRIOR TO APPLICATION AND MUST BE MAINTAINED FOLLOWING ACCEPTANCE.** Preference in hiring will be given to those who carry no more than 16 hours of credit and will avoid evening labs. There are no restrictions as to major field.

2. Extra-Curricular Limitations

Because of the job's demand on her time, the RA's time is limited in the following ways:

- She may not hold a major office in campus organizations, such as AUSA President, SM staff member, Gymnics, etc., that is deemed by the deans to be too time-consuming.
- In addition to her RA job, she may hold **only extremely limited (4-6 hours per week) paid employment on or off-campus, or in campus organizations** such as SM, Cardinal, or Campus Ministries.
- She will need to make special *prior* arrangements for field work or student teaching, and should not even apply if she will not be on campus, and able to perform their RA duties all of fall **and** spring semesters.
- Involvement in major music organizations and other extracurricular activities should be entered into only after counsel with the Dean, and *RA responsibilities must have priority over these programs.*

Any exceptions to the above will be made only by explicit permission from the Dean.

3. Personal Qualities

Since the position calls for guiding others, leadership qualities are essential. Some important qualities we are looking for are as follows:

- High moral and Christian values
- Appearance and behavior in accord with conservative Christian lifestyle
- Good personal adjustment to life
- Integrity and loyalty
- Ability to see the humorous or positive side of things
- Good physical and mental health, and ability to stay up late without compromising health or academic success
- Flexibility and openness to change
- Organizational skills, including time management (prompt and dependable)
- Respect of her peers
- Loyalty to AU and Lamson Hall policies & expectations
- Ability to keep confidences
- Empathic understanding and respect for peoples of all ethnic, racial, etc. backgrounds

4. Personal Values

The person applying to be an RA should be comfortable living "on the conservative side." While an RA, she's expected, both on and off campus, to uphold AU and SDA standards by being sexually abstinent,

honoring the hours of the Sabbath, not using offensive language, not going to "clubs," etc. We remind applicants that this is also the behavior expected of all AU students: as acknowledged peer leaders, their role simply makes their lifestyle choices more readily observable, which affects their ability to run their hall programs effectively, and reflects on the entire residence hall program.

TIME COMMITMENT

Because of the breadth of responsibilities, it is difficult to place a time value on the job, as the RA serves at the 24-hour discretion of the Dean, and assists with crisis situations as they occur.

1. **Early Arrival and Late Departures**

The RA should plan to assume her full responsibilities by arriving on campus 2 weeks prior to the beginning of Fall Semester, and should plan to continue her responsibilities until Monday, 8:00 a.m. of the day following spring graduation.

2. **Weekly Hours**

It is estimated that the RA will invest between 16-18 hours weekly. A time of recuperation is allowed the RA in the form of two nights per week and every other weekend off duty. Any substitutions of time or changes of schedules with other RAs need to be cleared with the Dean, and left, in writing, with the dean on duty that evening/ weekend.

3. **Weekend Hours**

The RA is expected to remain on campus every other weekend to be "*on duty*." In addition to the regular evening room check responsibilities, the RA is accessible to assist residents, loan out vacuum, etc. On 3 weekends per year, the RA is expected to be available "on call" in her room for miscellaneous needs on Friday 12-5 pm, Saturday 7am-5 pm and Sunday 10 am-5 pm.

4. **Vacations**

During the course of the year, the RA is required to work a minimum of 5 days of vacation, which is already included as a part of her regular salary. RAs may be asked to work more than the required 5 days of vacation with, of course, additional pay. During each vacation day she works, she is expected to also work a minimum of 4-6 desk hours. Each Semester the RA should expect to fulfill her duties on the evening before the last exam scheduled on campus and return to work the evening *before* registration.

COMPENSATION

1. Each 1st-year RA will receive approximately \$9.55 per hour.
2. All RAs will be paid a biweekly stipend and will need to use a time card *only* for hours worked in addition to the required job description.
3. Single housing at no additional cost.

Application Received:
Date: _____ Time: _____

**Applications will be accepted
until 5 pm,
Wednesday, March 7.**

Interview Appointment
Date: _____ Time: _____

**Lamson Hall
Resident Advisor Application
2018-2019**

Name _____ ID# _____ Age _____ Birthdate _____

Lamson Room # _____ Phone # _____ Cell number _____ Email _____

Major _____ Class standing (next fall): FR SO JR SR GRAD

Cumulative GPA _____ (if under 3.0 you are ineligible to apply) Fall semester GPA _____

Credit hours you plan to take per semester next year _____

Number of years living in residence halls: academy _____ college _____

Semesters you plan to live in Lamson: This summer Next fall Next spring Next summer

Are you interested in working in Lamson this summer? _____ Dates you'll be here this summer: _____

Religious preference: _____ Year of baptism: _____

Cultural/ethnic background: _____

Place of birth: _____ Current "home town": _____

Father's occupation: _____ Father's religious preference: _____

Mother's occupation: _____ Mother's religious preference: _____

-
1. What other organizations or positions of responsibility do you plan to participate in next year?

 2. What relevant previous work experience or leadership positions have you had?

 3. List the departments on campus where you have been employed:

 4. What are your hobbies and special interests:

 5. Before you submit this application, spend at least 1/2 hour each with 2 present-year RAs, asking questions and learning as much as possible. Please have the RAs sign below AFTER you have talked with them.
a) _____ b) _____
 6. Describe a) what you perceive the RA job to be, b) why you aspire to be an RA, and c) what you anticipate to be the major challenges of being an RA:

7. We want to know how comfortable you'd be actively supporting *the University's stance* in each of the following areas. You need to think carefully about what it would be like to defend and support these concerns to other students. For each one, *evaluate your level of comfort/ability to support University expectations* in that area, on a scale of 1-5 with **1 meaning you feel low support** for University expectations in that area and **5 meaning you feel high support** for University expectations in that area. For example, if you have strong objections to a required worship attendance system, you'd rate your support of that area as low.

How supportive are you of each area?

	Low-Average-High				
	1	2	3	4	5
• Required co-curricular attendance	1	2	3	4	5
• Evening Accountability (ovs, lates, curfews, roomchecks, etc.)	1	2	3	4	5
• Community consideration and noise violation follow-through	1	2	3	4	5
• Expectation that students not participate in pre/extra-marital sexual activity	1	2	3	4	5
• Residence hall security and exit doors locked after certain hours	1	2	3	4	5
• Consequences when students found in living space of opposite sex	1	2	3	4	5
• Expectations of modesty in dress, including (but not limited to) jewelry	1	2	3	4	5
• Observation of Sabbath hours	1	2	3	4	5
• Support of SDA church in general	1	2	3	4	5

8. Since RAs need to actively support University expectations in *all* the above areas, how will you personally deal with those in which you rated your comfort/support as low?

9. What changes in Lamson Hall guidelines and/or programs do you recommend? Also describe what *you* would do to enhance residence hall programming should you be hired as an RA (i.e. wing worships, hall parties, educational seminars, interpersonal relationships, etc.)

10. Because we are committed to our students' mental, physical, and spiritual well being, and not just to their academic success, student staff sometimes needs to share violations of Andrews' guidelines with a Dean, as the training program will outline in more detail. At your interview, be ready to discuss how prepared you are to do this, and speculate as to what point you think those actions should be shared.

11. At your interview, be prepared to share both the most positive and the most challenging experience you've personally encountered at Andrews University.

12. **After doing all research necessary** in order to answer both questions completely (start with Lamson and AU handbooks), respond in writing to, and be prepared to discuss, **either a or b**:

- a) What do you understand to be the University's response to student *alcohol and/or drug use* when information is 1) **discovered** by a staff member and 2) **volunteered** by the student?
- b) What do you understand to be the University's response to student *suicidal gestures*? Share your comfort level/plan to implement it as the policy outlines.

13. The RA job description outlines lifestyle expectations for student leaders. Describe the power of influence as it pertains to Christian leadership. Think seriously about how you are willing to limit your freedom in order to not offend or be a confusing model to those you are serving. Share those thoughts here, giving examples of specific areas.

14. We each have different God-given strengths. Evaluate *your* ability in the following leadership areas, using a scale of 1-5, with 5 being superior.

	1)not qualified in this area	2)below average	3)average	4)above average	5)superior
a. Providing spiritual leadership	1	2	3	4	5
b. Achieving scholastic goals	1	2	3	4	5
c. Possessing counseling skills	1	2	3	4	5
d. Being involved in residence and campus life and encouraging others to be too	1	2	3	4	5
e. Modeling an SDA Christian lifestyle	1	2	3	4	5
f. Maintaining good physical health	1	2	3	4	5
g. Managing the details of a task	1	2	3	4	5
h. Conducting hall worship talks and programming	1	2	3	4	5
i. Commanding floor order and discipline	1	2	3	4	5
j. Composure under pressure	1	2	3	4	5
k. Being dependable and prompt in meeting appointments	1	2	3	4	5
l. Being loyal to AU policies and administration	1	2	3	4	5
m. Having a personal spiritual commitment	1	2	3	4	5
n. Ability to handle late night work hours	1	2	3	4	5
o. Ability to relate to persons of other cultural and ethnic backgrounds	1	2	3	4	5

15. At your interview, be prepared to describe your own personal, spiritual journey.

16. Do any necessary research with a current student staff member or Dean before answering the following:

- i. Are you applying to be a Student Dean (SD) – must be at least a Senior and/or 21 years old? _____
- ii. Are you applying to be a Hall RA? _____

17. While I agree to serve on the hall assigned by the Deans, preference for type of hall are: (circle all that apply)

Freshmen hall Non-Freshmen hall Suite rooms Community bath

19. Describe your computer skills.

20. Using the attached forms, have 2 non-student recommendations completed by teacher, pastor, employer, or past Dean, mailed to the Dean of Women's office by March 26. These are essential to your application process, and it is your responsibility to see that these arrive on time, so you may want to check with Natalie Johnson to see that all are in. List names to whom you have sent recommendation forms:

a) _____ b) _____

Important Appointments to Meet:

(if you forget these appointments, we will wonder if you can handle the many responsibilities of the job which an RA must faithfully keep, so meeting them is important to you getting hired.)

- Should you be chosen as an RA, make plans now to return early for the fall staff training/retreat, which we expect to be held **August 12-26, 2018**.
- Applications will be accepted at Natalie Johnson's office only until **5 pm on Wednesday, March 7**.
- See Natalie Johnson to make an interview appointment immediately. Failure to keep an interview appointment will be interpreted as your desire to terminate the application process. It's wise to call the day of your interview to confirm.
- All applicants must attend the applicant activity on **Tuesday, March 13, from 9:15 pm – 10:30 pm** in the Lamson Aerobics Room.
- We hope to inform you of the final decision by letter by **1 pm on Friday, April 6, 2018**.

Commitment Statement:

I signify by my signature that I thoroughly understand the job description requirements & qualification requirements described in this application, and should I be accepted in the position for 2018-2019, I hereby make a full commitment to the mission and lifestyle expectations of an Andrews University student and leader (as outlined in the Student & Residence Hall Handbooks). Should I fail to live up to the terms of this commitment, I understand that my leadership position will be removed.

Date

Signature

Lamson Hall Recommendation Form

*Please return in sealed envelope to: Dean of Women, Andrews University, Lamson Hall,
8585 University Blvd., Berrien Springs, MI 49104-1200*

Name of Candidate: _____ Date: _____

Name of Recommender (printed): _____

Candidate applying for (check all that apply):

- Desk Receptionist
 Assistant Secretary
 Resident Advisor
 Student Dean

Qualities of Applicant	Superior	Above Average	Average	Below Average	Unable to Evaluate
Ability to make decisions					
Adaptability/openness to learning					
Christian commitment					
Friendly/approachable					
Integrity/trustworthy					
Leadership ability					
Ability to be a team player					
Loyalty to SDA values					
Loyalty to Andrews University					
Neatness: appearance/grooming					
Positive attitude					
Reliable/efficient					
Prompt in meeting appointments					
Creative/resourceful					
Respect for cultural diversity					
Respected by peers					
Stability/maturity					
Effective time management skills					
Honors confidentiality					
Ability to work independently					

Describe candidate's strongest and weakest points:

Type of recommendation (check one):

- Highest Recommendation
 Recommended
 Recommended with Reservations
 Not Recommended
 Please call me regarding comments/concerns

Evaluator's Position/Occupation _____ Phone: _____

How long have you known the candidate? _____ In what capacity? _____

Address: _____

Signature: _____

Lamson Hall Recommendation Form

*Please return in sealed envelope to: Dean of Women, Andrews University, Lamson Hall,
8585 University Blvd., Berrien Springs, MI 49104-1200*

Name of Candidate: _____ Date: _____

Name of Recommender (printed): _____

Candidate applying for (check all that apply):

- Desk Receptionist
 Assistant Secretary
 Resident Advisor
 Student Dean

Qualities of Applicant	Superior	Above Average	Average	Below Average	Unable to Evaluate
Ability to make decisions					
Adaptability/openness to learning					
Christian commitment					
Friendly/approachable					
Integrity/trustworthy					
Leadership ability					
Ability to be a team player					
Loyalty to SDA values					
Loyalty to Andrews University					
Neatness: appearance/grooming					
Positive attitude					
Reliable/efficient					
Prompt in meeting appointments					
Creative/resourceful					
Respect for cultural diversity					
Respected by peers					
Stability/maturity					
Effective time management skills					
Honors confidentiality					
Ability to work independently					

Describe candidate's strongest and weakest points:

Type of recommendation (check one):

- Highest Recommendation
 Recommended
 Recommended with Reservations
 Not Recommended
 Please call me regarding comments/concerns

Evaluator's Position/Occupation _____ Phone: _____

How long have you known the candidate? _____ In what capacity? _____

Address: _____

Signature: _____