



# Summer Resident Assistant Job Description

**PURPOSE:** The Summer Resident Assistant (RA) is selected to be an integral member of the Summer Residence Life staff. The Summer RA reports to and is directly accountable to the Summer Coordinator. The Summer RA works closely with other Residence Life staff members to serve the students residing on campus during Summer class sessions. The Summer RA serves the summer residents by creating an open and safe environment that will enable the residents to connect socially. The specific qualifications and responsibilities for a Summer Resident Assistant are outlined below.

## **QUALIFICATIONS:**

1. Enrolled as a full-time student at Mississippi College for a minimum of one semester.
2. Have a minimum cumulative and semester GPA of 2.5 at the time of application.
3. Must have served as a Resident Assistant for the minimum of one semester.
4. Be in good judicial standing with the institution.
5. Have an active and growing Christian faith.

## **RESPONSIBILITIES:**

**Community Development:** The Summer Resident Assistant will serve in the summer housing community by forming close relationships with residents; encouraging residents to connect with each other; and by providing several opportunities for the summer residents to come together as a community.

1. Provide leadership for a group of summer residents within the summer housing community.
2. Develop and maintain positive relationships with residents through availability, accountability, creativity, credibility, and confidentiality.
3. Engage in intentional conversations with residents.
4. Promote cooperation among residents in the areas of facility upkeep, visitation hours, quiet hours, etc.

**Administrative Tasks:** The Summer Resident Assistant will be responsible for administrative duties related to the day to day operations of the summer housing community.

1. Responsible for check in/out of residents at the beginning and end of each Summer session.
2. Disperse information as deemed by the Summer Coordinator.
3. Participate in a regular on call coverage as assigned by the Summer Coordinator.
4. Assist with reports as required by the Summer Coordinator (i.e. incident reports, maintenance/housekeeping requests, program proposals and evaluations, etc.)
5. Plan and implement one program during Summer Session I and II.
6. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently.
7. Perform other duties as assigned by the Summer Coordinator, Assistant Director of Residence Life, or Director of Residence Life.

**Support of Policies and Standards:** As employees of Mississippi College, the Summer Resident Assistant (SRA) is perceived as a representative of the College in his/her relationships and contacts both on and off campus. SRAs are expected to uphold institutional and residential standards and policies as outlined in “The Tomahawk”, Mississippi College’s Student Handbook.

1. Be thoroughly familiar with “The Tomahawk”, Mississippi College’s Student Handbook.
2. Communicate all disciplinary problems promptly to the Summer Coordinator along with accompanying incident reports.
3. Communicate and model behavior and policy expectations of Mississippi College to residents in the residence halls and the campus community.
4. Confront inappropriate behavior when it occurs and take necessary follow-up measures.
5. Assist with conflict resolution regarding roommate problems.
6. Support and do not openly disagree with college regulations.

**COMPENSATION:** Summer Resident Assistants receive a biweekly pay check. SRAs will be compensated at a rate of \$7.50/hour for 20 hours during each week that they are considered, by professional staff, to be “on-duty”.