
MERIDIAN COMMUNITY COLLEGE

Department of Residence Life Resident Assistant Position Description

The position of Resident Assistant (RA) within the Department of Residence Life is a live-in position that requires the RA to reside in his/her area of responsibility. The RA is responsible for a residence hall floor, wing, or suite(s) of students ranging from 30 to 70 residents. The RA works under the immediate direction of a Hall Supervisor (HS).

Description of Duties

- I. Student Development and Programming
 - a. Assist students in maintaining an environment conducive to study.
 - b. Organize and conduct floor meetings. These floor meetings are designed to help residents understand the goals and responsibilities of the Department of Residence Life as well as policies and procedures.
 - c. Develop a strong sense of positive community on your assigned area by planning activities, meetings, bulletin boards, programs, etc. throughout the school year.
 - d. Serve as a resource and referral agent to residents.
 - e. Attend the RA Class from 2-3pm on Monday afternoons.
- II. Staff Development
 - a. Attend and contribute to RA training, conferences and workshop sessions.
 - b. Attend and contribute to weekly residence hall staff meetings.
 - c. Attend training workshops before the start of each semester.
 - d. Participate in residence hall staff selection process as needed.
 - e. Maintain frequent contact with Hall Supervisor.
- III. Counseling
 - a. Communicate with all assigned residents on a weekly basis as a means of establishing contact, identifying problem areas, imparting and obtaining information, and answering questions.
 - b. Use of an 'open door' policy is strongly encouraged while an RA is in his/her room to allow residents to approach RA if the need arises.
 - c. Function as a resource referral for students with emotional, health, or academic problems by directing them to the appropriate office on campus and follow through with appropriate notification to HS.
 - d. Maintain confidentiality of information except to notify HS.
- IV. Student Conduct
 - a. Observe and guide the general behavior of the residents in your assigned area in terms of expected behavior as established by the residents, Department of Residence Life, and the MCC community.
 - b. Document all behavior problems and subsequent actions and refer particular incidents to the appropriate staff member (HS, Campus Police, etc.)

- c. Use approved methods and procedures for confronting behavior and residents in a manner consistent with an educational focus on the effects of inappropriate behavior on community living.
- d. If needed, serve as a witness or provide testimony for the validation of conduct documentation.

V. Administration

a. Housing

- i. Assist the HS in ensuring accuracy of hall rosters by knowing who is assigned to the floor/wing/suite(s) and making sure that they are residing in the proper room assignments. Notify the HS of any residents who are assigned to the area but are apparently not living in that assigned space or of residents living on the floor that are not assigned.
- ii. Handle administrative paperwork and procedures associated with residents checking in and out of the residence hall.
- iii. Act as a liaison between the Residence Life administration and residents on matters of mutual concern.
- iv. Make regular visual inspections of the condition of the facilities for communication with the HS, Director of Residence Life and Maintenance department.
- v. Assist HS in maintaining key inventory for the building/area and report any discrepancies. **Any missing or unaccounted keys that cannot be traced back to the students will be the responsibility of all involved staff members to find missing keys. Failure to find missing or unaccounted keys will result in the locks being changed and the total cost for this service will be evenly assessed to all involved RAs and HS in that building.**

b. Front Desk

- i. Work ten (9) hours of front desk coverage per week.
- ii. Check guests of residents into the building.
- iii. Escort maintenance staff and vendors while in the building.
- iv. Desk schedules will be made by the HS in conjunction with the RAs of the building/area to ensure that the desk has proper coverage.

c. On Call/Emergency

- i. Participate in a rotating on call schedule with other RAs in staff. Work on call responsibilities in the hall by serving as the staff contact person for the building/area.
- ii. Duty times consist of 7pm to 7am of the following day.
- iii. Weekend and weekday duty will be scheduled in conjunction with other staff members by the HS
- iv. Be able to navigate halls and be able to respond to emergencies quickly
- v. Be available on campus the first weekend of each semester.

d. Availability

- i. Be reasonable available to residents in evening hours and weekends when in town.
- ii. Required to stay on campus at least one weekend per month. Must reside in the building every night in the week and during duty and/or required weekends.
- iii. Allowed one weeknight away per month with prior approval from HS.
- iv. Reside in the residence hall up to 24 hours after closing each semester to assist with closing of the residence halls.

Qualifications

- I. **Candidates must have a minimum of a 2.50 cumulative GPA, as determined by MCC, at the time of application to be considered.**
- II. **Candidates must not have been found responsible in any major disciplinary cases.**
- III. Candidates must maintain full time academic status (15 hours for scholarship purposes) throughout the entire semester to be considered in good academic standing and allowed to keep their RA position through the Department of Residence Life. In the event an RA's GPA should fall below the 2.50 minimum requirements, the RA *may* be given one semester in which to raise his/her cumulative GPA back to a minimum of 2.50. If he/she is unable to do so, they will be ineligible to continue employment.
- IV. The RA must be able to work effectively with MCC students in a residence hall environment.
- V. The RA must demonstrate a sense of job responsibility, strong work ethic, and maturity.
- VI. The RA must utilize effective communication, planning, scheduling, and organizational skills.
- VII. RAs must be a good role model by following all college and residence hall policies.
- VIII. RAs must show effective leadership skills.
- IX. The RA must live in the residence hall room assigned for the duration of employment with the Department of Residence Life. Leaving employment (voluntarily or otherwise) may result in removal from that room, floor, and possibly that residence hall.

Contract

- I. Tenure
 - a. The RA contract is for one (1) academic year beginning prior to the Residence Hall opening (on dates set in the Academic Calendar) and ending 48 hours after the halls close for the spring semester.
 - b. The maximum renewal for the RA contract will be 4 semesters. An RA can appeal to return for a 5th semester if they have maintained a constant positive overall job evaluation each semester, have the support of their HS, and can show proof of how they will contribute to the department for an additional semester. The final decision will be made by the Director of Residence and Student Life.
 - c. In the event an RA fails to meet job requirements/expectations prior to the end of contract, for any reason, the cost for housing for the remainder of the term, should they continue to reside in on-campus housing, is prorated. In addition, the RA will be assessed (effective date of termination/resignation) the remaining scholarship (housing fees), regardless if they reside on or off campus for that semester.
- II. Scholarship
 - a. RA's receive a scholarship equivalent to the cost of a double room as compensation for their responsibilities. MCC students are required to take a minimum of 15 credit hours to receive scholarships.
 - b. The Department of Residence Life reserves the right to assign a roommate to an RA in certain circumstances. While possible, the RA will have the option to choose that roommate.
- III. Additional Employment
 - a. An RA is able to hold additional employment during the tenure as an RA only if
 - i. (S)he receives written approval from the HS prior to beginning any employment
 - ii. (S)he works no more than ten (10) hours per week at a site within 30 minutes from the MCC campus.
 - iii. Performance in the RA position must remain above average or additional work is to be discontinued.

- b. Additional obligations or employment will not be considered during the scheduling of on call responsibilities, programming obligations, opening and closing of residence halls or staff meetings.
- c. Staff will be permitted to participate in military obligations (Reserves, National Guard, ROTC, etc.) Conflicts that arise with staff training, check in/out, and other required dates will be considered on an individual basis. RAs are expected to do everything possible to be present at these critical times.

MERIDIAN COMMUNITY COLLEGE

Department of Residence Life Resident Assistant Application

Resident Assistants must be enrolled full- time, have a cumulative **GPA of 2.50** or higher and have **no major disciplinary issues** reported at the time of RA selection. Applicants are strongly encouraged to submit a résumé with their application. Applications for fall 2017-spring 2018 academic year are due in the housing office on the MCC Campus by **April 07, 2017 at Noon**. All application materials (including three references) must be turned in at the time of submission to the Office of Residence Life. Lack of references or incomplete application may be reason for no interview granted. Interview time will be chosen at time of submission of application.

1. Personal Information

Full Name: _____ MCC ID _____

Birthday: ___/___/___ Age: _____ Sex: _____ Email Address: _____

Present Address: (current residence hall for MCCC students): _____

Permanent Address: _____

Street Address

City, State

Zip Code

Cell Phone Number: (____) _____

Other Phone Number: (____) _____

2. Education

Present Classification: () High School Senior () College Freshman () College Sophomore

Major: _____ Current Grade Point Average: _____

High School and/or other colleges attended:

Name

Location

Dates

3. Extracurricular Activities and Honors (list clubs, awards, scholarships, volunteer experience, etc.)

4. Employment Experience (Please list paid work experience, including part time)

Employer

Begin/End Dates

Responsibilities

5. Commitments

Are you currently employed? _____ If yes, where? _____

Number Hours per week? _____ If selected as an RA, will you continue in this position? () Yes () No

Please list any other commitments (campus organizations, volunteer organizations, etc.) and the amount of time needed for these responsibilities.

Commitment

Time per Week Dedicated

6. Scholarships

Are you/Will you be receiving any scholarships? If so, please list.

7. References

Please list name and contact info for 3 references. References should be in a signed sealed envelope or delivered by the reference. Acceptable references include your RA, professors, Hall Supervisor, MCC staff, etc. References cannot be friends, roommates, suitemates, family, etc. All reference forms must accompany your application when turned in.

Name

Phone

Email

1. _____
2. _____
3. _____

8. Short Answer

Please answer the following questions on a separate sheet of paper.

- Why do you want to become an RA? What qualities do you possess to be a great RA?
- Discuss your strengths and weaknesses.
- Discuss your career and personal goals and how the RA position can help you achieve them.
- In your opinion, what is the most pressing issue that students face in the residence halls at MCC? How would you propose to help solve this issue?

9. Availability

Please let us know the best time to schedule an interview with you. Times should be between 8am-4:00pm Monday-Saturday.

I have read the job description enclosed, and I understand the responsibilities of the position for which I am applying for. If hired, I am willing to accept those responsibilities and serve the entire work period of one academic year. The student's scholarship will be reduced accordingly if responsibilities are not served for the entire academic year. The information that I have provided in this application is, to the best of my knowledge, correct and complete. I understand that falsification of information on this application will prohibit consideration of my application, and is justification for termination of employment.

Applicant's Signature

Date

Please fill out this application in detail (using additional sheets if necessary) and submit to MCC, Department of Residence Life, 910 Highway 19 North, Meridian, MS 39307. You will be contacted about the interview process after receipt of your full application (including all three references).

Thank you for your interest and best of luck to you in the selection process!

Meridian Community College does not discriminate on the basis of race, sex, color, religion, national/ethnic origin, age, citizenship, marital status, sexual orientation, handicap/disability, or Veteran status.

MERIDIAN COMMUNITY COLLEGE

Department of Residence Life
Resident Assistant Reference Form

The individual whose name appears below has applied for a position in the Department of Residence Life as a Resident Assistant. You have been selected by this individual to serve as a reference for this position.

Applicant's Name: _____

This applicant has requested that this reference will remain: () Confidential () Non-confidential

RESIDENT ASSISTANT POSITION DESCRIPTION

Resident Assistants serve as paraprofessionals in the residence halls via advising, administration and student development. RAs help interpret and enforce residence hall policies and regulations, and promote student development through educational and social programming as well as community development.

Reference Name: _____ Title _____

Day time phone number: _____ Email: _____

In what capacity do you know the applicant? _____

How long have you known the applicant? _____

Please give your honest assessment of the candidate in each of the areas by ranking the level to which you agree with each statement, and providing a brief explanation. Use N/A if you have no basis to answer.

Strongly Disagree	Disagree		Agree		Strongly Agree		N/A
1	2	3	4	5	6	7	

1. The applicant is able to direct and influence others by being a strong leader and someone peers will respect.

1	2	3	4	5	6	7	N/A
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2. The applicant is skilled in maturely managing his/her emotions in times of stress or disrespect.

1	2	3	4	5	6	7	N/A
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3. The applicant is a team player and works well with others for the good of the group.

1	2	3	4	5	6	7	N/A
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4. The applicant is open to criticism and suggestions from others and responds well.

1	2	3	4	5	6	7	N/A
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5. The applicant is able and willing to accept responsibility for his/her own actions.

1	2	3	4	5	6	7	N/A
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6. The applicant has a strong work ethic, including punctuality, reliability, and tactfulness.

1	2	3	4	5	6	7	N/A
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7. The applicant is able to assert her/himself in an uncomfortable situation.

1	2	3	4	5	6	7	N/A
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8. The applicant is able to effectively communicate via multiple avenues (email, person to person, etc.).

1	2	3	4	5	6	7	N/A
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9. The applicant is able to understand others' feelings and is willing to listen to other viewpoints.

1	2	3	4	5	6	7	N/A
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10. The applicant is able to keep matters confidential when necessary.

1	2	3	4	5	6	7	N/A
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Taking into consideration that this student is applying for a position of responsibility for other students, would you...

Recommend Highly_____ **Recommend**_____ **Recommend with Reservation**_____ **Do Not Recommend**_____

Please return in a sealed envelope with your signature over the seal to student or to MCC Department of Residence Life, 910 Highway 19 North , Meridian, MS 39307.

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Recommend Highly_____ **Recommend**_____ **Recommend with Reservation**_____ **Do Not Recommend**_____

Please return in a sealed envelope with your signature over the seal to student or to MCC Department of Residence Life, 910 Highway 19 North, Meridian, MS 39573.