

**Job Title:** Resident Assistant  
**FLSA Classification:** Student/non-employee  
**Reports to:** Director of Housing and Resident Director

**Position Goal:**

*The goal for each member of the campus community is to believe and live consistently by the principles of the mission of the University of the Southwest as follows:*

*University of the Southwest is a Christ-centered educational community dedicated to developing men and women for a lifetime of servant leadership by emphasizing individual faith, responsibility, and initiative.*

- Teaching at the University of the Southwest adheres to belief in God, in the Bible as the inspired Word of God, in Jesus Christ as the Son of God, and in the separation of church and state.
- University of the Southwest strives for excellence in academic curriculum, campus life programming, and student activities in a supportive educational community where freedom of thought and expression is honored and the demonstration of faith in acts of service is encouraged.
- At University of the Southwest, students are instructed and mentored by a faculty and staff who demonstrate Christ-centered values and maintain an environment where students can live and work cooperatively, valuing the multiple cultures from which they come; and
- As a community of initiative, University of the Southwest challenges graduates to become enterprising members of our society contributing to the common good by advocating and participating in the productive commerce of free enterprise, the constitutional privilege of self-government, and the practical contributions of community service.

**Position Summary:**

Resident Assistants are responsible for maintaining an environment fostering the health, welfare, and safety of all residential students in their area of responsibility. Resident Assistants understand and balance a full time commitment to their academic responsibilities and provide services to residential students at all times, while pursuing their own goals of academic and/or athletic success. Resident Assistants are the face of the residence life community and are the first contact with the students in the residence halls.

**Essential Functions:**

1. Support the Mission of University of the Southwest and the Housing Department, leading by example.
2. Supervise and execute residence life activities, programming, and all ancillary programs in coordination with the Director of Housing and Resident Directors.
3. Serve as a mentor to students, providing leadership and participating in student development and recreational activities throughout the academic year.
4. Participate in all Resident Assistant Training sessions prior to, and throughout the academic year.
5. Support and enforce the Honor Code as well as all housing policies, assist with mediating conflicts between students, provide accurate records of all issues encountered, and ensure proper reporting of all incidents.
6. Resident Assistants are required to participate in all emergency action drills conducted throughout the academic year to ensure full accountability and participation of residential students.
7. Resident Assistants are responsible for reporting all housing policy violations they encounter; preparing incident reports; conducting health and safety checks; reporting maintenance issues to the Director of Housing, and monitoring the residence halls to promote overall student welfare and safety.
8. Resident Assistants must reside on campus and be regularly available to fulfill expectations of the Director of Housing and the Resident Directors. They will also respond to needs of the students.
9. Resident Assistants will assist with the preparation of the residence halls prior to the arrival of the students for fall semester, and assist with check out at the end of the year or semester.
10. Resident Assistants will act quickly during emergencies and incidents within the residence halls or campus apartments and contact the Resident Director on duty and Campus Security immediately to notify them of the situation.
11. Resident Assistants will perform desk duty and hourly spot checks throughout their area of assignment and provide documentation in the pass on log.
12. Perform other related duties as assigned.

**Education, Experience and Skills Required:**

1. Possess sound judgment, personal interaction skills, and maturity commensurate with the role of Resident Assistant.
2. Effective oral and written communication along with strong interpersonal and organizational skills.
3. Computer proficiency or familiarity with Blackboard, Microsoft Office Suite and Outlook.
4. Demonstrate ability to establish priorities, multi-task, and work independently and in conjunction with other Resident Assistants.
5. Ability to understand the limits of the authority granted by the role of Resident Assistant.

6. Understand that service as a Resident Assistant is only continued by successful performance and demonstrated abilities.

The undersigned acknowledges that he/she has read and fully comprehends the Resident Assistant job description. This also affirms his/her understanding that the responsibilities, expectations, and requirements itemized above; they are only intended to be a general description of the job, and should not be construed to represent an exhaustive, all inclusive description of the position duties and requirements. University of the Southwest reserves the right to modify the job description at the University's discretion.

By his/her signature, the undersigned agrees to perform, to the best of his/her abilities, the position provided for in this job description.

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Employee Signature

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Date

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Supervisor Signature

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Date