

## Living the ResLife

One thing that each Ouachita student shares is the experience of living in "the Residence Hall." ResLife is part of everyone's life at Ouachita whether you live in a Residence Hall or Apartment Complex. We're looking for people who want to help shape this essential part of Ouachita's community.

While Resident Assistants (RAs) and Apartment Managers (AMs) occasionally deal with work orders, unlocking doors, and dousing noise-fires, they do much, much more. In fact, the growth opportunities and benefits are many for RAs and AMs.

## Our Goal: Growth

RAs are challenged to live their faith in Christ everyday as they live and work with students. One of the benefits of being an RA is that you will learn about yourself. Through one-on-one mentor relationships with your Resident Director, you will be challenged not just in the way you serve, but in your personal growth as well.

Another benefit is that RAs learn about working with and serving others. You will grow close to your staff team as you work together to meet your residents' needs. Serving as an RA provides valuable live-in ministry experience.

Finally, our goal is that every student who lives in Ouachita residence halls would grow. Our RAs have opportunity to help reach that goal within Ouachita's residence halls.

We're excited that you're interested in joining us as we facilitate the growth of students.

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## The Application Process

The application process is simple - just apply! We encourage you to read through it and talk with your Resident Director, RAs, or AMs if you are interested - they're usually happy to talk with you about anything, but they will be delighted to discuss ResLife.

If you have any questions about the application process, please contact the Dean of Students/Director of Residence Life, Mr. Rickey Rogers, in Student Services at ext. 5220 or by email.

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## What is a Resident Assistant?

Resident Assistants (RA) are live-in student staff. RAs are responsible for the administration and implementation of the student development program in a residential community. Under the supervision of a Resident Director, RAs perform the following functions:

### Responsibilities:

- Manage the check-in, check-out, maintenance requests, posting of information for a floor of 25-50 students,
- Listen to and respond to student concerns, counsel residents regarding problems or concerns and make referrals to other campus resources when necessary,
- Develop relationships with each student on the floor and create opportunities for fellow residents to interact,
- Meet weekly with the Resident Director for further training, advice, and support.
- Cultivate relationships of mutual support and encouragement with residence hall staff members through weekly team meetings and through informal contacts,
- Clarify and hold students accountable in following the procedures, policies, and traditions of the residence hall and of Ouachita Baptist University,
- Know and enforce the [Tiger Handbook](#) policies regarding Residence Life (pages 37-41) and document any student concerns,
- Participate in management and oversight of Open Hall,
- Encourage residents' growth—intellectual, physical, spiritual, and social,

- Be present and participate in RA Training at the beginning of the fall semester and throughout the fall and spring semester as scheduled,
- Foster and develop community among residents,
- Assist the RD with other duties as assigned,

The functions of all RAs are the same; however the manner in which functions are implemented may vary according to the specific community assignment.

## What you need to know before you apply:

**General Training Dates:** All RAs must attend the entirety of RA training. Fall RA training typically takes place starting the 2<sup>nd</sup> week in August. As you are planning for internships, summer jobs, vacations, and/or travel arrangements, please keep that in mind!

**Community/Residence Placement:** While you'll be able to preference your Residence Hall placement, you may not be offered an RA position in your top choice (we make every effort to place you within your top three choices). Placement is made on a variety of factors and your preference is just one of them.

**Hiring is on a Rolling Basis:** RA position vacancies can arise at any time for a variety of reasons, so we hire on a rolling basis. This means that if you are on the alternate list, there is a high likelihood that you will be contacted to fill a vacancy. If you're interested, hold on tight! We could contact you over the summer or even in the middle of the semester! If you need to know where you stand in our process in order to make other housing or involvement decisions, don't hesitate to reach out and ask!

**Being a Role Model:** Residential Life sets the highest standards of conduct and academic achievement for RAs. As an RA, you will be expected to adhere to the same Residential Life and University policies as your residents.

## RA Frequently Asked Questions

### 1. Should I go through the returner housing application process if I am applying to be an RA?

*The RA hiring process will be completed before the housing selection process begins. You will know before spring break if you are hired as an RA for the Fall 2021 and Spring 2022 semesters*

### 2. What are the requirements for the position?

1. Must be a full-time student
2. Must have a 2.5 cumulative GPA.
3. Must not be graduating in Dec 2021 or student teaching in the Fall 2021 or Spring 2022 semester.
4. May not have another University funded on-campus job.
5. Must not have been terminated from previous housing position.
6. Outside employment and/or extra-curricular activities must not interfere with this position and approved by the Dean of Students/Director of Residence Life and your Resident Director (RD).
7. Good judicial and financial standings.
8. Must have lived on campus for at least one semester by the time employment begins.

### 3. What are the benefits of the position?

*RAs have the ability to impact the lives of students in many different ways. The RA position also helps students as they transition through college and the RA position has the opportunity to gain student leadership experience.*

#### A. Compensation

- i. Not work-study - \$1200 per semester. You do not have to qualify for financial aid but you do need to complete a financial aid application (FAFSA). [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- ii. You will still log hours for approval each month
- iii. Private room

1. Must have a private room/suite
2. Room is tied to the job

#### B. Character development and experience

- i. Self-discipline
- ii. Leadership and ministry practice

**4. How many RA positions are there? Are there any alternate positions?**

*The total new number of applicants hired will depend on the number of current RAs returning for the next academic year. Across the Residence Life Department we have a total of 39 RAs. There is selection for alternate positions. These candidates may be used if a position opens up over the summer or mid-year. It is common to fill 1-3 positions with alternates at some point during the year.*

**5. If I have been documented for an incident, can I still be an RA?**

*Students must be in good conduct standing with the Dean of Students Office in order to be an RA. Good standing means: No conduct sanctions, you are not facing suspension, expulsion, on personal probation, or university probation from the University and/or Residence Life. In addition, you must not have any incomplete sanctions with the Dean of Students Office.*

**6. May I participate in other extra-curricular activities or have another job while I am an RA?**

*The expectation of our RAs is that academics come first, the RA job comes second and extracurricular activities come third. RA should anticipate 10-15 scheduled hours per week of routine responsibilities (i.e. staff meetings, resident contact, residence hall coverage, staff assignments, etc.) We recognize as a student leader, students may want to be involved in other leadership opportunities, but outside employment or other extracurricular activities must not interfere with the new position. The RA position must be the primary leadership position after academics.*

**7. What does being "on duty" during open hall mean?**

*Specific open hall tasks vary by area. However, on average, while on duty, RAs are expected to remain in their area. The RA will address all resident concerns from 8:00p-11:00p and aid fellow RAs, Resident Directors during their time working open hall. Additionally, on duty RAs walk through the building (s), address facility concern or resident behavioral issues, and report incidents to their Resident Director.*

**8. I currently live off campus. Can I apply to be an RA?**

*You must live in an on-campus residential community for at least one semester by the end of Spring semester in order to be considered.*

**9. If hired, may I pick the Residence Hall in which I want work?**

*No, placements are offered based on the skills and strengths of each RA candidate and the needs of Residence Life. During the application process, you will be encourage to rank order you preference of Residence Halls to serve.*

**10. If offered placement in a certain residence hall, and do not accept, am I eligible for placement in another hall?**

*No, the initial placement is considered the final offer. If you do not accept the initial placement, you will no longer be an eligible candidate for other building placements.*

**11. When do I need to be back at OBU for RA training? If I have a conflict, can I be late for training or miss training?**

*RA training for the academic school year begins in August. Please look for an update in May. You are expected to be present on campus, and fully participate in the entirety of fall training, spring training, opening, and RA recruitment. RA Training is an essential component to being successful as RAs will learn about crises management, conflict mediation, emergency protocol, and community operations. RAs are expected to attend all training sessions. New RAs are not allowed to miss any part of training or opening.*

**12. What if I have more questions?**

*Please feel free to speak with your current RA, a Resident Director, or Dean of Students/Director of Residence Life about any other questions.*

## **Associate Resident Director Job Description**

<u>Title:</u>	Associate Resident Director (ARD)
<u>Report to:</u>	Area Coordinator Dean of Students
<u>Supervision of:</u>	Resident Assistants
<u>Expectations:</u>	A student live-in position. ARDs are required to work from early August through May.
<u>Job Goals:</u>	To facilitate the physical, spiritual, intellectual, and social development of residents and Resident Assistants (RAs).

*There are two female ARD positions: one in Georgia Hickingbotham and one in Susie Everett*

### Duties:

- Participate in the leadership of staff team
- Supervise and facilitate the responsibilities of RAs through weekly individual meetings
- Meet weekly with Area Coordinator for planning, information sharing, and support
- Meet weekly or bi-weekly with Area Coordinator and fellow ARD

- Meet regularly with the Dean of Students for further training, advising, and support
- Cultivate a Residence Hall environment that fosters community through caring relationships, service to others, and mutual encouragement and accountability
- Develop relationships with students and help them grow holistically
- Advise students and staff who have concerns, making referrals to campus resources as appropriate
- Communicate and enforce University policies and guidelines, reporting incidents as necessary with support from Area Director
- Participate in ARD and RA training at the beginning of the fall semester
- Supervise move-in and move-out, record keeping, collection of keys, and other administrative duties as assigned
- In conjunction with RA staff and Area Director, conduct monthly room checks
- Communicate regularly with Facilities Management, Campus Safety, and campus vendors regarding any needs of the hall, especially safety concerns
- Abide by Residence Life dates and weekend off schedule as coordinated by the Dean of Students
- Assist Area Coordinator with other duties as assigned

#### Qualifications:

- Evidence of Christian character and commitment
- Communication, leadership, and management skills
- Understanding and advocacy for Ouachita's guidelines for student conduct as stated in the *Tiger Handbook*.
- A desire to encourage students in their holistic growth
- Ability to relate to students and staff
- Must be a full-time, degree seeking student
- Minimum 2.5 cumulative GPA and 89 cumulative hours at start of fall semester
- Cannot be on disciplinary or academic probation
- Applicants with student development experience will be given first consideration
- Off campus jobs are subject to the expressed written approval of the Dean of Students

#### Compensation:

- The ARD position is not a work-study position
  - Paid through Ouachita payroll
  - Compensation is \$3,000 per semester
  - ARDs pay rooming fees but meal plans are optional

#### Apartment

- ARDs will have a furnished apartment
  - Georgia Hickingbotham is a two bedroom apartment
  - Susie Everett is a one bedroom apartment
- Having a roommate is optional

Any additional questions can be directed to:

Mr. Rickey Rogers, Dean of Students [rogersr@obu.edu](mailto:rogersr@obu.edu)

Mrs. Michelle Smead, Area Coordinator for Susie Everett [smeadm@obu.edu](mailto:smeadm@obu.edu)

Ms. Hannah Pilcher, Area Coordinator for Georgia Hickingbotham [pilcherh@obu.edu](mailto:pilcherh@obu.edu)

## Apartment Managers (AMs)

### Job Description

Apartment Managers (AMs) are undergraduate students who live in Ouachita owned apartments. Their job is considered work study and they work with the Director of Campus Housing in managing the building and improving community atmosphere. They report directly to the Assistant Director of Residence Life/Director of Campus Housing.

**Title:** Apartment Manager

**Qualifications:** Current OBU Student qualifying for work study

**Report to:** Assistant Director of Residence Life/Director of Campus Housing

**Supervision of:** Ouachita owned apartment complexes

**Job Goals:** To promote 24-hour education on campus; to assist in promoting physical, emotional, spiritual, intellectual, and social growth of resident students; to assist students in accomplishing their goals.

### Administrative Responsibilities

- Keep accurate records and complete paperwork in a timely manner
- Perform periodic health and safety inspections of the apartments
- Disseminate information to students
- Make note of safety hazards in apartment complexes and respond appropriately
- Liaison with maintenance and safety concerning needs of the complex
- Recommend to the administration improvements needed in the apartment complex
- Attend Apartment Manager meetings
- Interpret and enforce the policies and standards of conduct of the university
- Seek to instill in residents a respect for others and for university principles and property
- Keep complex free of trash
- Maintain a clean laundry room
- Scan Student IDs after Chapel weekly

## Expectations

- Be both advocates for and upholders of the values, rules and regulations of the university—Residence Life staff should never criticize university policy to students
- Be aware of what is going on in the complex and in the lives of their residents
- Be in the complex before the semester begins and after the semester ends for check-ins and check-outs.
- Provide good customer service.
- Forward all work order emails to Facilities within 24 hours of receiving it and also reply to the resident within 24 hours that you have forwarded it.
- Handle information responsibly and confidentially
- Be honest and consistent

Additional questions can be directed to Ms. Caitlin Hetzel [hetzelc@obu.edu](mailto:hetzelc@obu.edu)