Loveridge Hall Resident Advisor Job Description

The Loveridge Hall RA staff is comprised of students working under the supervision of the Assistant Director of Student Life/Residential Experiences. RAs are charged with being leaders on their floors, building community within the hall, and responding to all kinds of student needs, housing issues, and incidents within the building.

Qualifications

• Effective communication skills, both written and verbal.
• Collaboration skills: ability to work effectively as part of a team.
• Multicultural competency: inclusive attitude and behavior.
• Demonstrated interest in campus-community engagement.
• Crisis management skills: good judgment and decision-making under pressure.
• Current Linfield College student with a minimum of one semester living in a residence hall.
• Full-time Portland Campus enrollment and good academic standing throughout time of employment.
• Previous RA experience preferred.

Duties

Leadership

• Support the College mission of “Connecting learning, life and community.”
• Build community in Loveridge Hall through structured programming as well as informal social interactions.
• Facilitate communication between residents to help ensure a healthy, friendly living-learning environment, including conflict resolution and mediation when necessary.
• Maintain positivity, even throughout personal, professional, and educational challenges.

Personal Conduct & Policy Enforcement

• Represent Linfield College appropriately and professionally.
• Maintain confidentiality of personal resident information when appropriate.
• Observe the policies of the Linfield College Student Handbook, Loveridge Hall Handbook, and the Loveridge Hall Housing Contract. Be familiar with these documents and act as a good role model.
• Report violations of College policies to the Assistant Director of Student Life.

Administrative Responsibilities

• Report safety/facility concerns and work orders to the Assistant Director of Student Life.
• Actively respond to communication for Linfield College personnel and residents daily.
• Assist Linfield College personnel with incident and emergency response when necessary.
• Maintain secure possession of building master keys.

Time Commitments

• Attend RA training the week prior to the start of each academic term.
• Assist with student move-in the weekend prior to the start of each academic term.
• Assist with student move-out the weekend following the end of each academic term.
• Attend weekly RA meetings.
• Attend monthly individual meetings with the Assistant Director of Student Life.
• Plan and attend monthly hall activities.
• Be “on duty” and on campus one night per week and one weekend per month.
• This is a “live-in” position and RAs are expected to be “present” in the hall during each semester, making themselves available and easily accessible to their residents.

**Compensation**

For completing all assigned duties, RAs will receive a monthly stipend of $450/month, as well as a single room at half of the cost of a double room (minus the cost of laundry and wireless internet).

Linfield College does not discriminate on the basis of race, color, age, religion, sex, sexual orientation, national origin, physical handicap, or other disabling conditions.