Cottage/Apartment Resident Assistant Position Descriptions

Resident Assistant for Cottages and Apartments

A Cottage or Apartment Resident Assistant (RA) is a paraprofessional, live-in member of Neighborhood Residential Life staff. These RAs work under the direction of Neighborhood Coordinators (NC) and the Residential Life Coordinator. Cottage and Apartment RAs work to support their residents in new stages of independent living.

I. Requirements

A. Maintain at least 8 credits at Hope College
B. Rising Junior or Senior status preferred
C. In good judicial standing with the College
D. Achieve a cumulative **GPA of 2.5** or higher from the time of hiring to the end of the RA contract.
E. Full participation in all staff training and development, including August and January staff training, occasional departmental development days, and weekly professional development in staff meetings.
F. Responsible supervision over your living unit and any other living units assigned to you.

II. General Responsibilities

A. Community Development
   1. Know all residents. You are expected to know your community and be available to address their needs.
   2. Encourage residents to engage in and take ownership of new ways of forming community in independent living environments.
   3. Complete required Community Engagement Model by planning and executing various events for your neighborhood and community.
   4. Work with Neighborhood Coordinators to implement community development opportunities in the Clubhouse.

B. Educator
   1. Foster environments in which students are encouraged to grow in mind, body, and spirit.
   2. Teach or facilitate learning of independent living skills, such as equitable cleaning/chore systems.
   3. Teach or facilitate communication and conflict resolution skills.

C. Team Player
   1. Support your Neighborhood Residential Life staff and Student Development.
   2. Be on time for all meetings.
   3. Be an active and responsible member of the team.
   4. Act with integrity.
   5. Follow the appropriate lines of communication and protocol.

D. Administrator
   1. Paperwork is to be fully completed and turned in on time- this includes but is not limited to: Common Area Agreements, work orders, weekly reports, incident reports, monthly walkthrough documentation.
   2. Check your email and group chat messages daily.
   3. Conduct Monthly walkthroughs of the housing units you are assigned.

E. Role Model
   1. Do not violate any residence hall or college policy.
   2. Treat all residents with dignity and respect.
   3. Respond appropriately to feedback from students, peers and NC.

F. Diversity Resource
   1. Assess and respond to diversity education needs in your community.

2. Work to ensure a living environment where all residents are respected and appreciated.
1. Make ongoing efforts toward your own diversity education and multicultural awareness.

G. Crisis Manager
1. Keep your supervisor informed of all critical incidents as they arise.
2. Be able to quickly & appropriately respond according to the emergency procedures established.
3. Know your limitations and refer students to appropriate campus resources.

H. Policy Enforcer
1. Confront all policy violations.
2. Work proactively to set clear expectations with your community as to appropriate and inappropriate behaviors.
3. Be consistent in your policy enforcement as an individual and with your fellow RAs.

III. General Expectations

A. The RA position is expected to take precedence over all co-curricular and work activities.

B. All employment commitments and co-curricular activities, including participation in Pull, Nykerk, or Greek organizations, must have the prior approval of your supervisor

C. Pending supervisor approval, RAs may work more than 10 hours a week outside of the RA role.

D. Each staff member is allowed 10 nights away each semester.

E. At the closing of college housing at the end of each semester, all staff are expected to stay to complete their closing responsibilities or supervisor dismissal. Early departure for breaks and/or not fulfilling your closing responsibilities may result in job action and/or an ineligibility for future employment with the Department of Residential Life.

F. The RA position is an appointment for one academic year. Reappointment for a second year in the position is contingent upon the quality of the job performance. *A third year is reserved for exceptional staff members.*

G. Housing assignments are dependent on department needs and your own qualifications. *Our goal is to match individual strengths with housing needs.* We also strive toward a diversity of staff in each residential area. Reassignment of the initial placement may be necessary in rare cases

IV. Remuneration

The Board of Trustees sets RA remuneration rates in January. We anticipate the 2027-28 rates to come in the form of a housing credit. Typically, credits for first year RAs are around 33% of a double room rate for an average cottage, and 50% for supervision over multiple units. The Office of Financial Aid is informed of RA remuneration, so it is possible that remuneration might affect an RA's aid package. Please call or visit the Office of Financial Aid at finaid@hope.edu, or x7765 for more details.

Any additional accommodation issues or general questions should be directed to reslife@hope.edu and a member of the recruitment and selection committee will get back to you. We look forward to reviewing your application.