



RESIDENT ASSISTANT REQUIREMENTS AND JOB DESCRIPTION

To qualify to serve as a Resident Assistant, a student should:

- 1. Be a member who is in good standing of the church of Christ (Federal law recognizes the right of church-related institutions to seek personnel who will support the goals of the institution, including the right to select members of the church to which the institution is related)*
- 2. Have been enrolled in college for at least three semesters if applying for an upperclassman residence hall, or at least one semester if applying for a freshman residence hall (summer sessions do not apply)*
- 3. Have lived in a Harding residence hall for at least one semester*
- 4. Have a minimum cumulative GPA of 2.5*
- 5. Support and comply with the rules and regulations of Harding University*
- 6. Not be on any type of probation*

Resident Assistants (RAs) are selected to aid the Residence Life Coordinators (RLCs) in establishing positive relationships with students and in maintaining the overall operation of the residence halls. They are directly responsible to their RLCs and indirectly responsible to the Student Life Deans.

Although they are working with their peers and are sometimes hesitant to exercise authority over them, RAs should realize their position is a job that requires proper performance. Just as immediate supervisors in the workplace are responsible for the performance of those under them if they expect to maintain their positions, RAs must exercise their responsibilities in the workplace in order to earn wages and keep their jobs.

Research and past experiences have shown that an effective RA is:

- A friendly person who relates well to people
- An exemplary Christian who practices honesty in all aspects of his/her life
- A person who is willing to learn and use counseling skills in his/her contact with residents. This includes being a good listener, being sensitive to the needs of others, and being willing to receive training in order to enhance counseling and referral skills
- A mature person who has demonstrated the ability to assume responsibility and the capability of acting with authority in appropriate situations.

The Resident Assistant must be effective in the following areas of responsibility:

I. Maintaining a positive and mature environment within the residence hall, one that is free from pressures, by:

- A. Manifesting and encouraging an attitude of respect and maturity among the residents.
 - B. Developing students' respect for Harding University and its unique Code of Conduct.
 - C. Developing students' respect for authority.
 - D. Developing students' respect for private and public property.
 - E. Encouraging friendliness and concern for one another among the residents.
 - F. Greeting new students and helping them make necessary adjustments.
 - G. Becoming aware of honors given to residents and providing recognition for them.
 - H. Informing the RLC of individual or group activities in which the residents are involved.
 - I. Showing ability and desire for communication and teamwork with the residence hall staff.
 - J. Helping maintain the overall operation of the residence hall on weekends.
 - K. Planning wing meetings and encouraging attendance within the residence halls.
 - L. Being a responsible desk worker, associating with visitors and students, and maintaining a respectable lobby atmosphere.
 - M. Helping to maintain an atmosphere which is conducive to study at the appropriate times.
 - N. Extending hospitality to visitors at all times, especially during Homecoming, Spring Sing, graduation, etc.
-

II. Assisting individual students by challenging them to obtain the most from their college years by:

- A. Encouraging students to reach their goals, abilities, and potential for achievement, both as students and as Christians.
 - B. Influencing others through exemplary Christian living, as evidenced by principle, example in dress, in people skills, and in high moral standards.
 - C. Expressing a sincere interest in and friendliness to all students.
 - D. Knowing all students within their area of responsibility and as many other residents as possible through frequent visiting, careful listening, and an awareness of individual attitudes and problems.
 - E. Identifying social isolates and helping them to make friends and become an active part of the campus community.
 - F. Being knowledgeable of campus and community activities, and knowing where to direct residents and visitors to obtain needed information.
 - G. Having a working knowledge of the student handbook and university catalog.
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III. Encouraging self-discipline among the residents and enforcing rules and regulations by:

- A. Setting an example through compliance with the rules and regulations of the university and the residence halls.
 - B. Assisting the students in knowing what is expected of them regarding the regulations of the university and those of the residence halls, as well as the purpose and philosophy behind each.
 - C. Recognizing signs of student discontent and encouraging constructive action through appropriate channels: RLCs, Student Life Deans, and the Assistant Vice President for Student Life.
 - D. Reporting Behavioral infractions according to determined policies.
-

IV. Assisting with administrative detail in the residence hall by:

- A. Knowing how to contact the proper authorities in case of emergency.
 - B. Reporting maintenance problems to the RLC.
 - C. Knowing the proper procedure for fire drills and acting appropriately in cases of such emergency.
 - D. Arriving before each semester begins and remaining after the semester has ended to assist in smooth and orderly transition.
 - E. Preparing necessary records and reports.
 - F. Encouraging clean and attractive rooms.
 - G. Making room checks as required by residence hall procedures.
 - H. Opening and closing residence hall doors at predetermined times.
 - I. Being on the designated floor from curfew on.
 - J. Checking rooms at curfew each night.
 - K. Checking rooms as often as necessary for making Health & Safety reports to the RLC.
 - L. Working at the desk as scheduled by the RLC.
 - M. Reporting any problems to the RLC immediately.
-

V. Being actively involved in a program of self-improvement to enhance individual abilities, achieve more effective RA performance, and learn new skills and solutions with other RAs, RLCs, and administrators through:

- A. An annual retreat designed to train and orient RAs for their responsibilities in the residence halls.
- B. Regular meetings with assigned residents and the RLC.
- C. Familiarity with the RA handbook. (Overview of Resident Assistant Expectations)



RESIDENT ASSISTANT APPLICATION

1. Please type or print legibly when filling out your application.
2. Complete the application thoroughly and accurately. Then, return your application to the Office of Student Life, located in Student Center 218.
3. Give the Church Recommendation form to an elder, deacon, or minister where you attend locally.
4. Give the Faculty Recommendation forms to two teachers who have taught you at Harding.
5. Give the Residence Hall Recommendation forms to your present RLC and your present RA.
6. Give the General Reference forms to two adults: a recent on-campus work supervisor or a non-relative associated with Harding University in some capacity (i.e., administrator, staff member, club sponsor, campus minister, etc.).
7. Be sure to print your name **and** the name of your first preference residence hall on **each** referral sheet (This includes the Church Recommendation form).
8. You will be contacted by the RLC when decisions are made.

Thank you for applying! Best wishes!

RESIDENT ASSISTANT APPLICATION



Name		HU ID#
Campus Address (Box Number)		Cell Phone #
Home Address		Home Phone #
City	State/Zip	Email

Circle any of the following in which you will be involved during the fall or spring semester of the upcoming year:

Athletics, DormNet RA, Internship, Publications Staff, Student Teaching, Field Placement, Nursing Clinicals, Student Impact, University Band or Choral Group, Performance Group (e.g. Theatron, Belles & Beaux, Good News, etc.)

Do you have a valid drivers license? <input type="radio"/> Yes <input type="radio"/> No	Are you eligible to work in the United States of America? <input type="radio"/> Yes <input type="radio"/> No	Do you participate in the Federal Work Study program? <input type="radio"/> Yes <input type="radio"/> No
Do you participate in the Walton Scholarship Program? <input type="radio"/> Yes <input type="radio"/> No	What is your classification? <input type="radio"/> Freshman <input type="radio"/> Sophomore <input type="radio"/> Junior <input type="radio"/> Senior	
Have you ever been employed by Harding University? <input type="radio"/> Yes <input type="radio"/> No	If "yes," what position and time period?	
Do you have any relatives employed by Harding University? <input type="radio"/> Yes <input type="radio"/> No	Name & Relationship of relative	
Have you ever been convicted of a crime? <input type="radio"/> Yes <input type="radio"/> No If "yes," describe briefly including dates:		

Work History: List in order, beginning with the most recent position you have held.

Name/Address of Employer	Position	From	To	Duties (brief description)
Have you ever been dismissed from employment? <input type="radio"/> Yes <input type="radio"/> No		If yes, why?		

I understand this application will be given every consideration but is not a promise of employment. I understand that if hired, my employment will be for no definite period. I further understand that I have the right to terminate my employment at any time, and Harding University has the same right.

I certify all answers to the questions in this application are true, and I further understand that any false statement and/or omission in this application will be sufficient grounds for rejection of the application or for termination of employment without notice. I authorize Harding University to make any and all necessary and appropriate investigations to verify the information contained herein, including criminal records and work experience checks. References obtained are done so in confidence, and I understand that my rights to review and reference material are waived. I also understand prior to employment, I must provide information related to identity and employability. Failure to provide appropriate documentation for verification of employment eligibility may result in immediate termination of employment.

In signing this document, I hereby certify that I have read the above information, that I understand the above information, and that I agree to abide by the above information.

Applicant's Name (print)

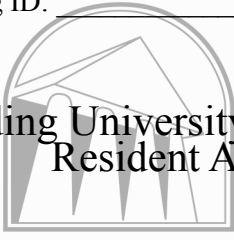
Date

Applicant's Signature

Name: _____

Harding ID: _____

Harding University
Resident Assistant



List the name and address of an elder, deacon, or minister where you attend locally who could recommend you:

(Name) _____ (Address) _____

Church Preference: _____

Local congregation where you hold membership: _____

If no local membership, where do you worship locally? _____

Your Current Residence Hall and Room Number: _____		Residence Hall in which you wish to serve (in order of preference):
Major: _____	Date of Birth: _____	1. _____
Total Credit Hours: _____	Cumulative GPA: _____	2. _____
Number of semesters (excluding summer sessions) you have been in college: _____	Number of semesters you have lived in a college/university residence hall: _____	3. _____
		4. _____

Will you be enrolled at the Searcy campus during both the fall and spring semesters of the upcoming school year?
_____ Yes _____ No

Please answer the following questions to the best of your ability on a separate sheet of paper:

1. List your school related activities (include scholarships, academic/other honors, athletics, club/campus/community activities).
2. What are your hobbies and leisure time activities?
3. List your personal strengths and weaknesses.
4. List any disciplinary measures dealing with you as a student here at Harding.
5. Describe how you would handle a peer asking you to "cover" rules violations for them.
6. What personal rewards do you expect to receive as a result of serving as an R.A.?
7. Give a written explanation of why you are attending Harding University.
8. Tell why you would be a positive force for the administration and the students as you serve in the residence hall as an R.A.

***Be sure to put your name and Harding I.D.# on each page used. Attach those answers to this application.*



I do hereby waive my right of access to the information contained in my file pertaining to my recommendations and references used in considering my application for the position of Resident Assistant. The information I have provided on this application is true and correct to the best of my knowledge.

(Signature)

(Date)

Church Recommendation Form

Authorization to Release Reference Information



Harding University is a Christian institution of higher education. The purpose of the University is to give students an education of high quality which will lead to an understanding and philosophy of life consistent with Christian ideals. This is accomplished by employing people of the highest moral and ethical character. The person listed below has applied for a position as a Resident Assistant in our campus residence halls.

I, _____, Harding I.D. # _____, hereby give consent
(Print Name of Applicant)

to any Elder, Deacon, or Minister to provide the information below with regard to my membership at
_____, located in _____.
(Name of Congregation) (City, State)

In consideration of the persons stated above providing the information so requested by the authorization, which I expressly so request and authorize, I release and indemnify the persons stated above, along with the stated congregation from all liabilities, claims, and action that may arise from this authorization, disclosure from this authorization, and any consequences of such disclosure.

This consent is valid for a period of six (6) months from the date indicated below. A copy of this form shall serve as an original.

Signature of Applicant: _____ Date: _____

Residence Hall in which applicant is applying to be an R.A.: _____

This portion to be completed by an Elder, Deacon, or Minister from the above listed congregation:

Would you recommend this individual to help us in accomplishing our mission?

Yes No Not known well enough to reply

Name (Please Print): _____

Title: _____

Signature: _____

Date: _____

Please return to:
Student Life Office
Box 12252
Searcy, AR 72149
Fax: (501) 279-4059



Thank you!



**RLC
RECOMMENDATION**

Name of Applicant: _____
(Please Print)

Residence Hall in which applicant is applying to be an RA: _____

Current RLC Name: _____

Residence Hall: _____ Campus Box: _____ Phone: _____

Length of time you have known the applicant: _____

****This is confidential information to which the applicant will not have access.****

Please circle the best response indicating the extent to which you agree with the items as related to the applicant for the position of Resident Assistant in the Residence Hall.

5—Strongly Agree 4—Agree 3—Undecided 2—Disagree 1—Strongly Disagree UK—Unknown

- | | | | |
|--|--------------|---|--------------|
| 1. Is spiritually minded—seeks to be Christ-like in all aspects of his/her life | 5 4 3 2 1 UK | 10. Does not incur curfew violations | 5 4 3 2 1 UK |
| 2. Upholds Harding standards; understands and respects the rules and regulations | 5 4 3 2 1 UK | 11. Has a pleasing personality— is not abrasive and demanding | 5 4 3 2 1 UK |
| 3. Uses proper sign-out procedure | 5 4 3 2 1 UK | 12. Is able to get along with all types of people | 5 4 3 2 1 UK |
| 4. Is in good enough health to handle RA responsibilities | 5 4 3 2 1 UK | 13. Has the respect of his/her peers | 5 4 3 2 1 UK |
| 5. Is organized and responsible with Health and Safety | 5 4 3 2 1 UK | 14. Is emotionally stable | 5 4 3 2 1 UK |
| 6. Is able to communicate orally | 5 4 3 2 1 UK | 15. Is willing to confront another for misconduct | 5 4 3 2 1 UK |
| 7. Abides by residence hall lobby policies | 5 4 3 2 1 UK | | |
| 8. Is dependable—does what he/she says he/she will do | 5 4 3 2 1 UK | | |
| 9. Attends wing/hall meetings when they are called | 5 4 3 2 1 UK | | |

_____ Recommended
_____ Not Recommended

Comments:

(Signature)

(Date)



Please return (as soon as possible) to:
Office of Student Life
Campus Box 12252
Fax: (501) 279-4059

Thank you!



**RA
RECOMMENDATION**

Name of Applicant: _____
(Please Print)

Residence Hall in which applicant is applying to be an RA: _____

Current RA Name: _____

Residence Hall: _____ Campus Box: _____ Phone: _____

Length of time you have known the applicant: _____

****This is confidential information to which the applicant will not have access.****

Please circle the best response indicating the extent to which you agree with the items as related to the applicant for the position of Resident Assistant in the Residence Hall.

5—Strongly Agree 4—Agree 3—Undecided 2—Disagree 1—Strongly Disagree UK—Unknown

- | | | | |
|--|--------------|---|--------------|
| 1. Is spiritually minded—seeks to be Christ-like in all aspects of his/her life | 5 4 3 2 1 UK | 10. Does not incur curfew violations | 5 4 3 2 1 UK |
| 2. Upholds Harding standards; understands and respects the rules and regulations | 5 4 3 2 1 UK | 11. Has a pleasing personality— is not abrasive and demanding | 5 4 3 2 1 UK |
| 3. Uses proper sign-out procedure | 5 4 3 2 1 UK | 12. Is able to get along with all types of people | 5 4 3 2 1 UK |
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_____ Recommended

_____ Not Recommended

Comments:

(Signature)

(Date)



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Thank you!



**FACULTY
RECOMMENDATION**

Name of Applicant: _____
(Please Print)

Residence hall in which
Applicant is applying to be an RA: _____

Faculty Member Name: _____

Title: _____ Campus Box: _____ Phone: _____

Length of time you have known the applicant: _____

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- | | | | |
|--|--------------|---|--------------|
| 1. Is spiritually minded—seeks to be Christ-like in all aspects of his/her life | 5 4 3 2 1 UK | 10. Turns in assignments on time | 5 4 3 2 1 UK |
| 2. Dresses and behaves appropriately for classes, according to Harding standards | 5 4 3 2 1 UK | 11. Has a pleasing personality— is not abrasive or demanding | 5 4 3 2 1 UK |
| 3. Attends class on a regular basis | 5 4 3 2 1 UK | 12. Is able to communicate orally | 5 4 3 2 1 UK |
| 4. Does not argue about grades unless justified | 5 4 3 2 1 UK | 13. Has the respect of his/her peers | 5 4 3 2 1 UK |
| 5. Is organized and responsible | 5 4 3 2 1 UK | 14. Is emotionally stable | 5 4 3 2 1 UK |
| 6. Is able to work well in groups | 5 4 3 2 1 UK | 15. Is cooperative in accepting responsibility for coursework | 5 4 3 2 1 UK |
| 7. Participates in class discussions | 5 4 3 2 1 UK | | |
| 8. Is dependable—does what he/she says he/she will do | 5 4 3 2 1 UK | | |
| 9. Enjoys being with people | 5 4 3 2 1 UK | | |

_____ Recommended _____ Not Recommended
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Comments:

(Signature)

(Date)

Thank you!



Please return (as soon as possible) to:
Office of Student Life
Campus Box 12252
Fax: (501) 279-4059



**FACULTY
RECOMMENDATION**

Name of Applicant: _____
(Please Print)

Residence hall in which
Applicant is applying to be an RA: _____

Faculty Member Name: _____

Title: _____ Campus Box: _____ Phone: _____

Length of time you have known the applicant: _____

****This is confidential information to which the applicant will not have access.****

Please circle the best response indicating the extent to which you agree with the items as related to the applicant for the position of Resident Assistant in the Residence Hall.

5—Strongly Agree 4—Agree 3—Undecided 2—Disagree 1—Strongly Disagree UK—Unknown

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_____ Recommended _____ Not Recommended
--

Comments:

(Signature)

(Date)



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Fax: (501) 279-4059

Thank you!



**GENERAL
RECOMMENDATION**

Name of Applicant: _____
(Please Print)

Residence Hall in which applicant
Applicant is applying to be an RA: _____

Reference Name: _____

Address: _____ Phone: _____

Relationship to Applicant: _____ Length of time you have known the applicant: _____

****This is confidential information to which the applicant will not have access.****

Please circle the best response indicating the extent to which you agree with the items as related to the applicant for the position of Resident Assistant in the Residence Hall.

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- | | | | |
|---|--------------|--|--------------|
| 1. Is spiritually minded—seeks to be Christ-like in all aspects of his/her life | 5 4 3 2 1 UK | 8. Enjoys being with people | 5 4 3 2 1 UK |
| 2. Attends worship regularly | 5 4 3 2 1 UK | 9. Possesses leadership ability | 5 4 3 2 1 UK |
| 3. Is representative of the type of student Harding stands for | 5 4 3 2 1 UK | 10. Has a pleasing personality— is not abrasive and demanding | 5 4 3 2 1 UK |
| 4. Understands and respects Harding's rules and regulations | 5 4 3 2 1 UK | 11. Knows his/her limitations and willing to seek help if needed | 5 4 3 2 1 UK |
| 5. Can work with all personalities | 5 4 3 2 1 UK | 12. Has the respect of his/her peers | 5 4 3 2 1 UK |
| 6. Can handle heavy workload | 5 4 3 2 1 UK | 13. Is emotionally stable | 5 4 3 2 1 UK |
| 7. Is dependable—does what he/she says he/she will do | 5 4 3 2 1 UK | 14. Is capable of respecting others' rights while enforcing policy | 5 4 3 2 1 UK |

_____ Recommended
_____ Not Recommended

Comments:

(Signature)

(Date)

Thank you!



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Campus Box 12252
Fax: (501) 279-4059



**GENERAL
RECOMMENDATION**

Name of Applicant: _____
(Please Print)

Residence Hall in which applicant
Applicant is applying to be an RA: _____

Reference Name: _____

Address: _____ Phone: _____

Relationship to Applicant: _____ Length of time you have known the applicant: _____

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_____ Recommended
_____ Not Recommended

Comments:

(Signature)

(Date)

Thank you!



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