

RESIDENCE LIFE

RESIDENT ASSISTANT INFORMATION PACKET

HOW TO APPLY

I. Fill out an application

You will find the application through the link on your Moody Student Portal on the Chicago Campus tab under Residence Life. All applications are due by 4pm Thursday, November 8, 2018.

II. Obtain two references

Provide a reference form to one full-time Moody staff or faculty member and one to a roommate. Please remind them to complete and submit their references to Dani Shepherd in the Student Development (Culbertson 2) by 4pm Thursday, November 8, 2018.

III. Schedule an RA interview

Prior to turning in your application, schedule a short interview with your RA. Schedule your interview time in advance to secure ample opportunity to complete the interview by the application due date.

IV. Sign Up & Participate in a Group Interview

Every applicant receives a Group Interview. Sign-up sheets will be available at the Residence Life desk (Culbertson 2) October 29-November 8, 2018. Group Interviews will take place November 12-20 & November 27-30. You will receive an email in mid-December notifying you if you have been invited for an Individual Interview.

V. Individual Interviews

Sign-up sheets will be posted at the Residence Life desk (Culbertson 2). Please schedule your interview January 10-18, 2019. Both Residence Supervisors of your gender will conduct your interview. Individual interviews will be conducted January 22-February 1, 2019.

VI. Final Decisions

Final decisions will be communicated in writing via CPO in mid-February 2019.

OBJECTIVES

The objectives of RA Selection are to hire qualified candidates through mutual discernment between Residence Life staff and applicant, to foster growth and education in all participants, and to collaborate with faculty, staff, students, and current Resident Assistants through the entire process, assessment and decision-making.

REQUIREMENTS

I. Minimum GPA: All applicants must hold a cumulative GPA equal to or greater than 2.5 at the end of Fall Semester 2018 to be considered for the RA position.

II. Maximum Credit Hours: All applicants must consider that anyone serving in the RA position is expected to have 18 credits or less with very few exceptions.

III. Required Training: All hired applicants must be able to attend RA Spring Training and RA Fall Training without exception (see pg. 3).

IV. Year Commitment: All applicants must be able to commit to the RA position through the entire 2019-2020 Academic School Year.

V. Attendance: All applicants must be able to participate in all Residence Life programming and events (see pg. 3).

VI. Application Deadlines: All applications and reference forms must be submitted by the scheduled due dates to be fully considered.

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October 2019

We are excited you are exploring the possibility of serving the Moody community as a Resident Assistant (RA) during the upcoming academic year! This packet of information is intended to help you discern if Residence Life is where God is asking you to serve Him next year.

You may be asking yourself, what is a Resident Assistant? A Resident Assistant (RA) is a student in his or her sophomore, junior, or senior year who serves in the residence hall. The attached job description and the work schedule articulate the responsibilities and duties in detail. I encourage you to read this information carefully and to speak to your RA and other RAs you may know to learn about their experiences.

The benefits of being an RA are enormous. RAs are challenged to apply their faith in Christ every day in their work with students and staff. RAs learn about themselves and about working with and serving others. Although the commitment and sacrifice to be a Resident Assistant are significant, the rewards of the experience are worth it.

Resident Assistants receive an education stipend as well. The total financial benefit of being a Resident Assistant is \$5,670. The amount of \$2,835 is appropriated for each semester. Most of the amount is applied to the cost of living on campus. The remainder will be applied to your student account. Please note that this is not taxable income.

We will be praying for God to help you discern whether you are called to serve Him and the campus community as a Resident Assistant. We ask that as you participate in the RA selection process that you also prayerfully consider how God is calling you to serve Him in the next year.

Sincerely,

Bruce Norquist, PhD
Associate Dean of Residence Life

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Fall 2018 – Spring 2019

Application & References Due

Thursday, November 8, 2018
4 PM, Residence Life Desk, Culby 2

Group Interview Sign-Up

October 29-November 8, 2018
Residence Life Desk, Culby 2

Group Interviews

Nov 12-20 & 27-30, 2018
Sweeting, various rooms

Preliminary Selection & Letters

Mid-December, 2018, *via Email*

Individual Interview Sign-Up

January 10-18, 2019
Student Development Desk, Culby 2

Individual Interviews

January 22-February 8, 2019
RS Offices

Final Decision & Notification

Mid-February, 2019
Via Letter in CPO

Residence Life Welcome Day

April 5, 2019

Spring RA Orientation

April 10, 2019; 4-6 PM
April 16, 2019; 8-10 or 9-11 PM
April 18, 2019; 8-10 PM
April 25, 2019; 8-10 PM

Fall 2019 – Spring 2020

Leadership Retreat

Leadership Retreat August 6-14, 2019
RAs return to campus by 1 PM on August 6

Christmas Break

RAs may depart after 12 PM, Friday,
December 12, 2019

Winter Retreat

January 7-8, 2020
RAs return to campus by 1 PM, January 7

Spring Break

RAs may leave campus at 12 PM,
Saturday, March 8, 2020

RA Appreciation Brunch

10 AM-12 PM Monday, May 12, 2020

Summer Break

RAs may depart after 5 AM,
Sunday, May 18, 2020

REGULAR MEETINGS

- Leadership Seminar, Wed 3:30–4:30 PM
- Small Group, Tuesdays 8-10 or 9-11 PM
- Bi-Weekly One-on-Ones with RS
- Bi-Weekly Bro-Sis RA Meetings
- Bi-Weekly Leadership Team Meetings

OTHER REQUIREMENTS

- Residence Life Activities & RA Socials
- Small Group Events, Designated by RS
- 3 Open Halls per Semester
- 8 Floor Hours Weekly between 6-11 PM
Monthly Bro/Sis & Floor Events

DON'T FORGET

- Do not schedule PCM/class/work 3-6 PM
Wednesdays & 8-11 PM Tuesdays
- Only one weekend away from campus per
month is permitted
- Working more than 12 hours in addition to
RA requires RS approval

*All dates are subject to change, reflecting
the MBI 2019-2020 Academic Calendar*

RESIDENT ASSISTANT

POSITION DESCRIPTION & EXPECTATIONS

POSITION DESCRIPTION. The Resident Assistant (RA) influences the social, academic, and personal development of students within the residence hall. The RA promotes a sense of belonging, organizes community events, provides resources and supports to students, and relays student care and discipline concerns to the Residence Supervisor (RS). The RA additionally serves as a positive role model to residents, communicates and enforces Student Development policies, and acts as a liaison between residents and administrators.

ESSENTIAL FUNCTIONS. The RA fulfills the dual roles of floor supervisor and peer helper, responsible to both individual students and their community group as a whole. RAs are selected on the basis of leadership ability, leadership potential, and their motivations for assuming the responsibilities necessary to advance the living-learning environments at Moody Bible Institute. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.*

- Explain and enforce Moody Bible Institute policies and procedures to students.
- Be a resource person familiar with Student Development services and encourage students towards them.
- Attend all annual Residence Life programs (e.g. RA Fall Training, new student Welcome Week, RA Christmas Party, RA Winter Training, Residence Life Field Trip, and RA Banquet).
- Attend all regularly scheduled RA Leadership Seminar classes, Small Group meetings, Leadership Team meetings, and individual meetings with the RS and Bro/Sis RA.
- Be present at student care and discipline meetings as requested by the RS or Associate Dean of Residence Life.
- Facilitate a profitable community of individuals living, learning, and working together.
- Assist in the opening and closing of the residence halls.
- Communicate student concerns, needs, and opportunities to RS.
- Report emergency situations to RS.
- Promptly and accurately return Weekly Reports and all other assignments requested by the RS and Associate Dean of Residence Life.
- Remain on duty until all students have left for recess periods and the end of semesters.
- Present and take attendance at all residence hall and floor meetings.
- Provide peer support to floor residents and refer significant student concerns to RS.
- Become personally acquainted with and available to all students on the floor.
- Model healthy relationships, personal habits, and attitudes.
- Develop a positive community environment on the floor.
- Maintain an orderly and clean floor.
- Assist Residence Life staff and Student Leaders in initiating and implementing cultural, educational, spiritual, and social programs within the residence halls.
- Participate in the RA Selection interview and orientation processes as requested by the Associate Dean of Residence Life.
- Oversee the planning of a monthly Bro/Sis program and a once per semester faculty visit.
- Submit Work Orders promptly and follow-up until completed.
- Appoint and supervise floor Leadership Team members.
- Provide opportunities for students' holistic growth.

Minimum Requirements

- Be enrolled full-time as an undergraduate student at Moody Bible Institute.
- Maintain a 2.5 cumulative grade point average, 2.0 semester average, and have no probationary status.
- Schedule no more than 18 credit hours each semester.
- Work no more than 12 hours/on-campus or 10 hours/off-campus (Dryer: 8 hours) per week in addition to RA role.
- Be present on the floor no fewer than eight hours per week between 6:00 p.m. and curfew.
- Leave campus no more than one weekend per month (not including Study/Reading days).
- Model exemplary Christian character and commitment.
- Understand and support the mission of Moody Bible Institute, Student Development, and the Student Life Guide.
- Exhibit a heart of service and ministry to college students.
- Exhibit hospitality and a welcoming posture to students.
- Exhibit cross-cultural competency skills.
- Demonstrate a collaborative spirit and respectful heart toward Institute leaders.