

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 Tuesday, December 1, 2020.

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 by 4pm Tuesday, December 1, 2020.

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. Group Interview sign-ups will be available in the RA Selection Process page on My.Moody in early December. To ensure each group is filled, please sign up for the earliest interview you can attend. Group Interviews will take place in January through Zoom.

V. Individual Interviews

You will receive an email in early-February notifying you if you have been invited for an Individual Interview. A sign-up link and further information will be emailed to your moody.edu account. Both Residence Supervisors of your gender will conduct your interview. Individual interviews will be conducted in February and early March.

VI. Final Decisions

Final decisions will be mailed to CPO or emailed mid-March.

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 2020 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 2021-2022 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.

**All dates are subject to change, reflecting COVID policies and the MBI Academic Calendar*

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October 2020

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 \$5,960. The amount of \$2,980 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

RESIDENCE LIFE

RESIDENT ASSISTANT INFORMATION PACKET

Fall 2020 – Spring 2021

Application & References Due

Tuesday, 4pm, December 1, *via myMoody*

Group Interview Sign-Up

December 1 – December 10, *via myMoody*

Group Interviews

January
Zoom

Preliminary Decisions

Early-February, *via Email*

Individual Interview Sign-Up

Early February, *via Email*

Individual Interviews

February - March 4, *RS Offices and Zoom*

Final Decision & Notification

Mid-March, *via Letter in CPO*

RA Spring Training

March 26 & 27 or TBD

REGULAR MEETINGS

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

Fall 2021 – Spring 2022

Leadership Retreat

Leadership Retreat August 3-11
RAs return to campus by 1 PM, August 3

Christmas Break

RAs may depart after 12 PM, Friday,
December 10

Winter Retreat

January 4 & 5
RAs return to campus by 1 PM, January 4

Spring Break

RAs may leave campus at 12 PM,
Saturday, March 5

RA Appreciation Brunch

10 AM-12 PM Monday, May 9

Summer Break

RAs may depart after 5 AM,
Sunday, May 15

**All dates are subject to change, reflecting
COVID policies and the MBI Academic
Calendar*

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

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 Retreat, Residence Life Retreats, 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 RS and Associate Dean of Residence Life.
- Oversee the planning of a monthly Bro/Sis program and a once per semester faculty/staff 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 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 11:00 p.m.
- 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.