

*Office of Campus Housing and Residence Life*

**Resident Assistant Responsibility Description**

The primary goal of Southwestern Baptist Theological Seminary/Texas Baptist College Residence Life and Housing is to cultivate an engaging, Christ-centered, academically integrated environment for our on-campus student population in the Residence Halls. We strive to foster a holistic approach to a learning and living community by focusing our efforts on academic, spiritual, and social development. We desire to hire RA leaders that are dedicated to the efforts of Residence Life and share a passion to see students learn, grow and develop during their academic journey. We are looking for students who are excited about SWBTS and TBC, are intentional servant leaders, and who are dedicated to their faith in Christ.

**Qualifications**

1. Must have a clear Christian testimony and exhibit a maturing relationship with Christ.
2. Must be a member in good standing or equivalent in a local church.
3. Must have completed at least 1 semester of TBC or SWBTS course load prior to the start of the RA starting term.
4. Must be under the age of 29.
5. Must have a cumulative GPA of 2.5 at time of application and maintained through the terms of service. A 3.0 is preferred.
6. Must be enrolled in at least 6 on-campus credit hours through Texas Baptist College or Southwestern Baptist Theological Seminary through the terms of service.
7. Must be committed to serve for both semesters of the academic year.
8. Must live in adherence to TBC and SWBTS policies as outlined in the Student Handbook and be able to graciously enforce them.
9. Must be able to maintain a significant level of confidentiality and discretion.

**Time Commitment**

1. Resident Assistants commit approximately 20 hours a week: 3 hours in weekly meetings with RD, 6 hours of on-duty commitment, 1-2 hours of administrative work, and remainder hosting events and engaging with residents.
2. Attend and actively participate in the pre-fall training, pre-spring training, monthly RA development trainings or gatherings, and any other training that may be set by Residence Life.
3. Assist the Resident Director with opening and closing the residence hall. RAs are expected to be present for all move-in and move-out dates.
4. Attend 1 hour weekly scheduled one-on-one meetings with your Resident Director.

5. Attend and actively participate in weekly 2-hour ResLife meetings. **No commitment outside of academics will be considered an excuse in scheduling or attending this meeting.**
6. Assume “on duty” responsibilities as outlined in training and determined by your Resident Director once a week (or as scheduled).
7. Assume “on call” responsibilities as outlined in training and determined by your Resident Director as scheduled.
8. Host four (4) hall events for your assigned residents throughout the academic year.
9. Host and assist the Resident Director(s) with the residence hall events throughout the academic year.
10. Maintain consistent interactions with residents.

### **Community**

1. Know residents well enough to recognize when a resident is doing well or experiencing difficulty and follow-up appropriately.
2. Maintain accessibility and visibility within the community by visiting residents, attending community activities, etc.
3. Create a friendly, respectful, and considerate living-learning environment.
4. Work cooperatively with residents to ensure an environment that values individual differences and respects the rights and opinions of all residents through open communication and appropriately confront conversations that raise concerns and/or issues.
5. Keep residents informed of important dates and activities by maintaining a neat, up-to-date bulletin board and calendar.
6. Encourage residents to participate in and support related activities and events on campus, i.e., intramurals, fine arts, student activities, student life events etc. When appropriate, participate as a group to support fellow residents.
7. Establish a positive and effective working relationship with fellow RAs and SWBTS/TBC staff members.
8. Convey a positive attitude regarding the RA position, Residence Life, and the SWBTS/TBC community.
9. Provide peer counseling (listening and referrals) for residents and respond appropriately in emergency situations. Provide support and assistance to other staff as necessary.
10. Display professionalism in areas such as customer service, confidentiality, fairness, and communication to students and staff, etc.

### **Administration**

1. Assist residents in their adjustment to roommate and community living. This includes completing Roommate Agreements with residents.
2. Complete incident reports as needed and follow up as requested by Resident Director in a timely manner.
3. Assist with operational procedures: lock-outs, identifying and reporting maintenance and safety concerns, damage assessment, room changes, check-ins, check-outs, etc.
4. Monitor and report condition of common areas, bathrooms, and other residential spaces. This includes entering maintenance requests when necessary.
5. Participate in opening, closing, and any move-out processes throughout the year.

6. Participate in the on-duty and on-call rounds to assess the safety of the spaces including facility issues, student safety, and informal check-ins with residents.
7. Complete, in a timely manner, administrative tasks such as maintenance requests, weekly reports, event proposal forms, health and wellness checks, and other assigned tasks by your Resident Director.
8. Attend and participate in weekly Residence Life meetings, Residence Life development programs, and individual meetings or other Residence Life meetings by your Resident Director.

### **Policy Enforcement**

1. Act as a positive role model for all students, maintaining individual integrity and a high degree of character, and show sound judgment on and off campus by being conscious of how your lifestyle represents the RA position, SWBTS/TBC, and Christ.
2. Confront inappropriate behavior and policy violations in an objective, consistent, and respectful manner. Appropriately follow up with the Resident Director.
3. Maintain open communication with your Resident Director.
4. Make your residents aware (or director attention of residents) of information and policies from the Institution.

### **Security Measures and Emergency Response**

1. Prepare for and lead in emergency response, evacuations, and student crises.
2. Provide general surveillance for the residence halls, being attentive to visitors or strangers, and reporting unusual or dangerous conditions. Alert Campus Police and/or the RD when necessary.
3. Contact your RD for emergencies or unaccounted-for students.

### **Presence and Attendance**

1. Attend and participate in all pre-semester, monthly training sessions, and all dates scheduled below.
2. Attend and participate in all residence life events (as applicable).
3. Attend and participate in all scheduled meetings with RD.

### **Scholarship**

1. Housing for both fall and spring semesters. *Winter Break is not included unless the RA is a designated Winter RA.*
2. Meal Plan A for both fall and spring semesters

**Dates** *These dates may change depending on the updated Academic Calendar for 2025-2026.*

August 4, 2025 (RA Move-In & Position Begins)

August 5 - 8, 2025 (RA Training and Residence Hall Prep)

August 11-14, 2025 (RA Training and Residence Hall Prep)

August 14, 2025 (Fall Move-In)

August 15, 2025 (NSO)

August 16-August 17, 2025 (ResLife Welcome Weekend)

December 6, 2025 (Fall Check-out/Move-Out Deadline)

Winter Break December 7, 2024 – January 8, 2026\*

January 5-7, 2026 (RA Move-In, Spring RA Training and Residence Hall Prep)

January 8, 2026 (Spring Move-in)

January 9, 2026 (NSO)

January 10-11, 2026 (ResLife Welcome Weekend)

April 8, 2026 (2025-2026 RA and 2026-2027 RA Gathering)

May 2, 2026 (Move-Out Deadline)

There will be monthly continued training sessions scheduled both Fall and Spring semesters. These sessions will be scheduled for 1 (one) Wednesday each month from 11am-12pm.

\*Winter RA positions will be offered as needed and may not be offered to all 2025-2026 RAs.