

Resident Assistants

Resident Assistants, or “RAs,” are full-time students who live with the residents and assist the Housing Office in managing facilities, coordinating activities and programs, communicating with residents, and policy reinforcement. They direct their efforts toward building a community atmosphere.

RA Application

RA applications are accepted in the spring semester for the upcoming academic year. We are continually looking for candidates who have an interest in making a positive and lasting contributions to Residence Life at Coastal Alabama.

RA Compensation

RAs gain valuable leadership experience and develop interpersonal and communication skills that serve them well in whatever careers they choose. Compensation includes room and meals, personal growth and development through helping people achieve a richer collegiate experience, and building memories that last a lifetime.

Resident Assistant Requirements & Job Description

Qualities & Qualifications

Coastal Alabama Community College is seeking applicants:

- Who are considered mature among their peers,
- Who are capable of handling responsibility,
- Who possess an assertive personality willing to enforce rules and regulations,
- Who are not moved by peer pressure and
- Who have demonstrated academic ability.

Requirements

- Hold a minimum of a 2.5 cumulative grade point average,
- Will be a full time student in the upcoming academic year,
- Will not be excessively involved in school activities,
- Does not have an outside job, except on week-ends when not scheduled to work.
- Attend all training and staff functions/meetings as set by the Housing Office.
- Will not take or at least limit classes in the afternoon or evenings.

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

- A friendly person who relates well to people.
- 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 to ability to assume responsibility and the capability of acting with authority in appropriate situations.
- Can help students create and maintain a positive environment which is conducive to learning, growth, and development.

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

Maintaining a positive and mature environment within the residence halls, and that is free from pressures, by:

- Manifesting and encouraging an attitude of respect and maturity among the residents.
- Developing students’ respect for Coastal Alabama Community College and its unique Code of Conduct.

- Developing students' respect for authority.
- Developing students' respect for private and public property.
- Encouraging friendliness and concern for one another among the residents.
- Greeting new students and helping them make necessary adjustments.
- Showing ability and desire for communication and teamwork with the residence hall staff.
- Helping maintain the overall operation of the residence hall.
- Being a responsible desk worker, associating with visitors and students, and maintaining a respectable lobby atmosphere.
- Helping to maintain an atmosphere which is conducive to study at the appropriate times.
- Extending hospitality to visitors at all times, especially during Homecoming, Move In/Out, graduation, and etc.

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

- Encouraging students to reach their goals, abilities, and potential for achievement.
- Expressing a sincere interest in and friendliness to all students.
- 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.
- Identifying social isolates and helping them make friends and become an active part of the campus community.
- Being knowledgeable of campus and community activities, and knowing where to direct residents and visitors to obtain needed information.
- Having a working knowledge of the student handbook and college catalog.

Encouraging self-discipline among the residents and enforcing rules and regulations by:

- Setting an example through compliance with the rules and regulations of the college and the residence halls.
- Assisting the students in knowing what is expected of them regarding the regulations of the college and those of the residence halls, as well as the purpose and philosophy behind each.
- Reporting behavioral infractions according to determined policies.

Assisting with administrative detail in the residence halls by:

- Knowing how to contact the proper authorities in case of an emergency.
- Reporting maintenance problems to the Resident Director.
- Knowing the proper procedure for fire drills and acting appropriately in cases of such emergency.
- Arriving before each semester begins and remaining after the semester has ended to assist in smooth and orderly transitions.
- Preparing necessary records and reports.
- Encouraging clean and attractive rooms.
- Making room checks as required by residence hall procures.
- Opening and closing residence halls at predetermined times.
- Working at the desk as scheduled by the Resident Director.
- Reporting any problems to the Resident Director immediately.

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, and administrators through:

- Beginning of the year training, designed to train and orient RAs for their responsibilities in the residence halls.
- Regular meetings with assigned residents and the Resident Director.
- Familiarity with the RA Handbook.