WESTMONT COLLEGE

Resident Assistant
Westmont in San Francisco

Position Summary:
The Resident Assistant is a part-time (10 hrs/week) 12-month position serving the Westmont in San Francisco Program—a residential off-campus program of Westmont College. The Resident Assistant lives in the program house with 25 undergraduate students each semester as well as Mayerm/summer sessions and is primarily responsible for facilitating a healthy faith-based living-learning environment, serving as a community life/activities resource and working with the Assistant Director of Operations in coordinating facility maintenance/repairs, kitchen/house duties, food SUPPLIES shopping and other resident life/guest visitor needs. Private room and board are included.

Qualifications:
Requirements include: a BA/BS with at least one year of student life/leadership experience and demonstrated relational, collaborative and conflict-management abilities; personal support for the Christian character and mission of Westmont College and clear understanding of and ability to articulate the distinctive of a Christian Liberal Arts education; ability to provide community life leadership oriented toward helping students take increased personal responsibility for their lives and learning; ability to work independently and effectively in a collegial staff environment with changing priorities; strong interpersonal communication skills; demonstrated relational and cross-cultural competencies; a practical understanding of the diverse spiritual and developmental needs of undergraduate college students. Graduates of the Westmont in San Francisco Program or similar experiential-based learning programs preferred.

Primary Responsibilities:
- Facilitate a living-learning environment that challenges and supports students in ways that are appropriate to their intellectual, emotional, relational, physical, and spiritual needs, and consistent with the mission and purpose of Westmont College. This includes, but is not limited to: regular contact with students, positive modeling of Christian maturity, coordinating educational/social programming, and assisting residents with conflict resolution.
- Actively challenge students to take increased personal responsibility for their lives and community responsibilities, including care for common spaces, respect of self, others and difference/diversity, making responsible adult choices amidst the increased freedom and independence afforded by the program.
- Promote and model appropriate life choices by students and hold residents accountable to the standards outlined in the “Living in Community” agreement. This includes adhering to “Behavioral Expectations,” making disciplinary referrals to the Director, and working with WSF staff in addressing individual/community behavioral issues.
- Collaborate with faculty and staff to fulfill the program’s mission within the college. This includes regular participation at weekly staff meetings, community dinner and worship as well as the midterm and final retreats.
- Organize and lead beginning of semester orientation sessions for new students regarding: food service, cleaning, house policies, community awareness, safety, spiritual development, community and urban living, and Student Handbook awareness.
- Organize regular group activities for students and be available to meet with students at pre-determined weekly times throughout the semester—at least two weekday evenings.
and to attend to/communicate all student/facility emergency needs to the Director as they arise.

- Establish and model appropriate/realistic boundaries with students, enabling them to be more independent/responsible agents in working through the challenges they encounter and clearly communicating this at the beginning of the semester.

**Additional Responsibilities:**
- Oversee student check-in/check-out, room lottery, house orientation and kitchen cleaning and community dinner schedules each semester.
- Coordinate weekly food shopping and monitoring facility-related issues/repairs
- Help plan/facilitate weekly worship or other regular community times with the students as well as the midterm and final retreats in conjunction with the WSF staff.
- Attend weekly staff meetings and occasional program planning workshops.

**Other Requirements:**
Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers and by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deed.

**Reports to:** The WSF Program Director

**Application Procedure:**
Apply at: [http://www.westmont.edu/_offices/human_resources/#staff-openings.html]. Application review begins April 15, 2015. Contact Brad Berky (415) 963-1844 for further information or questions. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

**Position begins:** Summer 2015

Pay Range: $11.05/hour - $13.00/hour
Plus room, board and transportation