



Bellevue College Housing

2022-2023 Resident Assistant Job Description

Position Summary

Bellevue College Housing provides safe, inclusive, and educationally-driven living and learning environments to Bellevue College students through quality facilities, academically-relevant support services, and intentional engagement with staff and resources. Resident Assistants (RAs) are selected to help create opportunities that facilitate student learning and provide general housing services to residents.

As managed by the Residence Life Coordinator and Director of Housing, the RA assumes an active leadership role in the development of an inclusive, engaged community within the Residence Hall. The successful RA candidate will demonstrate a commitment to Bellevue College's mission, values, and commitment to equity, diversity, and inclusion; a sensitivity and care for students and guests from diverse backgrounds, experiences, and identities; and the proven ability to effectively balance academic, work, and personal responsibilities.

Qualifications and Requirements

Academic Standing

At the time of appointment, students must...

- Be a current and continuing Bellevue College student eligible to live in the Bellevue College Residence Hall.
- Be a full-time student (minimum of 12 credits except when approved by supervisor) at Bellevue College for the duration of the 2022-2023 academic year.
- Maintain a minimum cumulative GPA of 2.50 at time of appointment and throughout duration of employment.

College Experience

At the time of appointment, students must...

- Be in good behavioral standing with Bellevue College and Bellevue College Housing.

At the time of appointment, students should...

- Have demonstrated leadership experience at Bellevue College.
- Have a minimum of two quarters' experience living in a college residence hall.
- Have a minimum of 30 credit hours of college-level coursework completed.

Personal Competencies

At the time of appointment, students must...

- Have effective written and verbal communication skills for use in connecting with residents and providing written reports.
- Demonstrate ability to confront negative behaviors equitably, appropriately, and confidently.

Special Conditions

- Prior to start of employment, finalists(s) for this position will be subject to a pre-employment background check as a condition of employment. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant's suitability and competence to perform in the position.
- This position serves as a designated [Campus Security Authority](#), as defined by the Jeanne Clery Act.

Compensation

As compensation for Fall 2022 – Spring 2023, RAs will receive the following benefits:

- A rent-free, single room in the Bellevue College Residence Hall (valued at approximately \$5,100.00 quarterly in 21-22).
- Five (5) hours per week at the Bellevue College Housing front desk paid at \$14.49 per hour (or the current state minimum wage, if higher).

Resident Assistant Position Responsibilities

Resident Relationships and Community Development | 50% of time in the position

An effective RA...

- Develops positive relationships with students and guests within the Bellevue College Residence Hall.
- Engages in meaningful, structured conversations with residents living on their assigned wing/floor on a regular basis, as required in the Residential Curriculum.
- Maintains availability to support and assist residents on an ongoing basis.
- Works to provide resources, engagement opportunities, connections, and advocacy to a diverse residential population, including (but not limited to) Black, Indigenous, and other students of color, LGBTQ+ students, disabled students, international students, and students from other underserved populations.
- Hosts wing/floor meetings each quarter, as required in the Residential Curriculum.
- Facilitates the Roommate Agreement process and assists students in managing roommate and other interpersonal conflicts.
- Assesses the personal, academic, health, and other needs of residents and supports those needs through intentional programming in accordance with the Residential Curriculum.
- Provide ongoing, intentional connections to campus and community resources for residents.
- Supports residents as they develop an understanding of their actions and their impacts on others.
- Participates actively in wing/floor/community-wide programs and encourages all residents to do so.

Safety, Security, and Emergency Support | 30% of time in the position

An effective RA...

- Assists in maintaining a safe and secure environment for residents.
- Confronts inappropriate behaviors and equitably enforces the Bellevue College Housing Community Standards and Bellevue College Student Conduct Code by identifying, stopping, and reporting policy violations to appropriate staff.
- Provides written documentation of incidents to appropriate staff using defined reporting guidelines.
- Performs assigned/delegated duties in the event of emergency situations in the Residence Hall.
- Communicates emergency procedures, reporting resources, and general safety/security information to residents.
- Serves in an on-call duty rotation during regularly assigned evening and weekend hours and as required.
- Participate in required training for and serve as a Bellevue College designated Campus Security Authority (CSA), as defined by the Jeanne Clery Act for Security on Campus.
- Participate in required training for CPR/First Aid/AED certification and Opioid Overdose Response procedures.
- Complies with all Bellevue College policies, as well as all local, state, and federal laws.

Administrative Tasks | 20% of time in the position

An effective RA...

- Works cooperatively with other RAs, student programming staff, front desk attendants, and the Residence Hall Council.
- Performs special tasks to prepare for, implement, and follow-up on move-in and move-out events.
- Provides general housing services at the Bellevue College Housing Office front desk for five (5) paid hours per week.
- Participates in a multi-week-long intensive fall training, weekly staff meetings, supervisory meetings, and in-service opportunities throughout the academic year.
- Regularly reviews and reflects on training materials and stated procedures in order to remain familiar and compliant with RA expectations.
- Participates in required training for and complies with Family Educational Rights and Privacy Act (FERPA) confidentiality requirements.
- Complete all paperwork, duty logs, desk logs, and records maintained by the Housing Office, as trained and required.
- Other duties as assigned or needed by the Residence Hall community.

For questions about the Resident Assistant position or application process, please contact the Residence Life Coordinator, Becca Cole, at (425) 564-1701 or becca.cole@bellevuecollege.edu.