



Bellevue College Housing

2025-2026 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) assist with facilitating healthy, engaging, and educational residential experience and provide general housing services. RAs work under the direct supervision of the Graduate Coordinator of Residence Life (GCRL) and Director of Housing.

The RA takes an active leadership role in the development of an inclusive, engaged community within the Residence Hall; demonstrates a sensitivity and care for residents from diverse backgrounds and identities; and possesses a 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 BC student eligible to live in the BC Residence Hall.
- Be a full-time student (minimum of 12 credits except when approved by supervisor) at Bellevue College for the duration of the 2025-2026 academic year.
- Maintain a minimum cumulative and quarterly GPA of 2.50 at time of appointment and throughout duration of employment and serve as a role model for prioritizing academics.

College Experience

At the time of appointment, students must...

- Be in good behavioral standing with Bellevue College and Bellevue College Housing.
- Have demonstrated leadership experience at Bellevue College.
- Have a minimum of two quarters' experience living in a college residence hall.
- Have a minimum of 24 credit hours of college-level coursework completed.

Special Conditions

- Prior to the 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 2025 – Spring 2026, RAs will receive the following benefits:

- A rent-free, single room in the Bellevue College Residence Hall (valued at approximately \$6,720 quarterly in 24-25).
- TENTATIVELY: 7 paid hours a week at the Housing front desk, with the opportunity to pick up additional hours, at a rate of \$18.75.

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.
- Organizes intentional programs to support residents' academic, personal, and other needs, aligning with learning outcomes in the Residential Curriculum, as planned prior to the beginning of the quarter.
- Hosts and facilitates floor meeting and collaborate with Graduate Coordinator for Residence Life.
- Independently plans or collaborates with floor partner to submit program proposals, request supplies (at least two weeks in advance), and complete program evaluations on eRezLife.
- Maintains availability to support and assist residents on an ongoing basis.
- Works to provide ongoing and intentional 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.
- Facilitates the Roommate Agreement process at the beginning of each quarter and assists students in managing roommate and other interpersonal conflicts.
- 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 | 25% 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 in a timely manner.
- Provides written documentation of incidents to appropriate staff using defined reporting guidelines in a timely manner.
- Required participation during emergency unless assigned otherwise.
- Communicates emergency procedures, reporting resources, and general safety/security information to residents.
- Serves in an on-call duty rotation during weekdays, weekends and holiday break periods as assigned by their supervisor. Shifts begin at 8:00pm and conclude the following morning at either 8:00am (weekdays) or the following evening 8:00pm (weekends).
- Secures coverage for any missed duty shifts and RA must have and approved time -off request for any missed duty shifts (not due to sickness) or any leave of absence longer than 4 days.
- Participates in required training for and serves as a Bellevue College designated Campus Security Authority (CSA), as defined by the Jeanne Clery Act for Security on Campus.
- Participates 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 | 25% of time in the position

An effective RA...

- Performs customer service and support duties at the Housing front desk
- Completes all necessary written reports properly and on time, including duty logs, incident reports, program proposal, program evaluations in a timely manner.
- Supports Housing operations and processes including, but not limited to: room changes, health and safety inspections, room condition reporting, move-in and move-out events.
- Participates in a multi-week-long intensive fall training, weekly staff meetings, one-on-one meetings, and in-service opportunities throughout the academic year.
- Participates in designated campus-wide activities and events as a representative of the Housing department.
- Participates in required training for and complies with Family Educational Rights and Privacy Act (FERPA) confidentiality requirements.
- Checks staff mailbox, BC email, and staff group messages daily.
- Other duties as assigned or needed by the Residence Hall community.

RA requirements

Time commitment

- The RA is required to attend all trainings and housing important dates.
 - RA Fall Training
 - Housing Move-in and Move-out
 - BC Discovery Days
- The RA is required to attend regularly scheduled meetings. This includes weekly staff meetings and supervisor one-on-one meetings (weekly or biweekly).
- The RA should be available to work during break periods including Thanksgiving Break, Winter Break, and Spring Break unless otherwise approved by a supervisor.

Position 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.
- A consistent and reliable ability to be timely to all meetings and meet all deadlines.
- Ability to respond to and assess urgent situations
- Self-discipline: An ability to remain reliable with respect to commitments and responsibilities
- Flexibility: An ability to adapt gracefully to a variety of situations and personalities.

Performance Reviews

- RAs will sit in a quarterly participating and collaborative performance review with their supervisor, which is an indicator for rehire in the next academic year.
- Department of Housing reserves the right to terminate RA appointment due to unsatisfactory performance, negative attitude, or any behavior deemed inappropriate. This includes issues related to alcohol and drug use, misuse of keys, improper conduct on social media and other online platforms, poor role modeling in public or social settings, inappropriate relationships, or actions that create a conflict of interest.
- In the event of termination, RA understands they will be required to relocate immediately in order to allow the new staff member to transition into their role. RA will not expect to be reassigned to the same residence hall where they were previously employed.
- A terminated RA is not guaranteed an alternative placement in housing depending on room availability.

For questions about the Resident Assistant position or application process, please contact Hanh Pham at hanhn.pham@bellevuecollege.edu.