

PEPPERDINE UNIVERSITY INTERNATIONAL PROGRAMS

Resident Advisor General Job Description 2015-2016

RA Position Overview

International Programs believes the RA program to be one of the most fully realized evidence of Pepperdine's commitment to "strengthen lives of purpose, service and leadership." Your role as an RA is the most complex of all of the student leadership roles. Within the day-to-day expression of these various roles which are often simultaneously carried out, RAs encounter unparalleled leadership opportunities. In this position, volunteerism, altruism, and initiative are pre-requisite; character, rather than knowledge, is tested and found indispensable; relationships have greater educational impact than books or lectures; and the outcome is often simply the chance to provide the same kinds of leadership development and learning to residents, which is a testament to the university's motto. "Freely ye have received, freely give." In effect, the International Programs RA (IPRA) experience becomes a 24-hour laboratory that primes the student with essential life skills, invaluable leadership development, and personal growth.

How this laboratory looks will differ from program to program based on the personality and strengths of the IPRA's and the unique background and needs of each resident. However, distilled to its most essential function, an IPRA serves the community by developing relationships with students in order to support them as they learn about themselves, their relationship with Christ, the Pepperdine community and how this looks overseas.

To meet the challenge of this complexity, International Programs provides RAs with a number of intentionally supportive and developmental resources that enhance the educational value of the experience. These are all training requirements:

- **IPRA Training – Aug. 2nd through 17th, 2015**
- Skype sessions with current IPRA's and Program Director during the spring, 2015 term
- Pre-departure events/meals with IP Ambassadors and Visiting Faculty

General Expectations

Pepperdine's mission for excellence and Christian values guides the expectations outlined for our IPRA Leadership Program. International Programs calls on all participants in the IPRA leadership program to operate from the following principles and practices:

1. **Lead with your life.** The strength of your leadership rests on your example in words, actions, and attitudes, both in and outside of your living area, on and off campus. Be mindful that you are seen by everyone in the program, including close friends, as being held to a higher accountability and standard than your peers. Consider your impact on the moral and spiritual development of other students by evidencing good character, academic excellence, and professional integrity.
2. **Continue to grow and learn.** Assume that everyone has something to contribute to your growth, even those who challenge you: allow yourself to learn from your residents, your co-workers, and your Director. Expect both failure and success as essential to your development. When you make mistakes, acknowledge them and learn from them. You can't be perfect but you can be teachable and transparent. Take an active role in your leadership education.
3. **Communicate regularly with the people who are working along-side you to develop and invest in you:** your co-worker, your Director and other program staff. It is also a vital part of your position to build relationships well with the entire overseas team, including Director, Assistant Director, Program Assistant(s), security, cleaning staff, and local workers.
4. **Care for your residents and be involved in their lives.** Care comes in different packages; it will look different with each living area and even with each resident. More than anything, care is an active (versus passive) expression and function of a growing relationship.
5. **Invest in the growth and development and learning of your residents.** Life outside the classroom has tremendous potential for a positive impact on students' lives, perhaps more so in the living area than anywhere else. Maximizing this opportunity to be intentional with the resources available to grow, develop and create a learning environment.
6. **Build a supportive and respectful community.** Living overseas gives residents a chance to see community worked out, sometimes for the first time. While not always pretty- conflict is inevitable. The "real life" aspect of community is also where great teachable moments are found. Giving this kind of education is one of the greatest gifts a person has to offer their residents.
7. **Promote a safe community that supports the academic mission of the University.** Whether your residents are on their own for the first time or have several years of independence established, the need for safety is a pre-requisite for growing emotionally, intellectually, socially and spiritually. Be aware of what issues jeopardize your residents' safety and be pro-active in addressing them.
8. **Serve as a liaison between your residents and International Programs and the University.** For us to live in community we need you to be mindful of your role in helping communicate the needs and concerns of both your residents and International Programs. In all of your interactions, be aware of your role as an ambassador of Pepperdine and a representative of International Programs.
9. **Take responsibility for the care of the facility.** The hierarchy of students' needs places the physical conditions of students' living environment as one of the most important factors in student success. RAs will be responsible for house security as needed (i.e. locking up, building checks, etc.)
10. **Participate in the development of International Programs.** Recognize that leadership and service extends beyond the borders of each program. RAs are part of a larger vision and mission, and they help International Programs grow. Share wisdom with us and help us learn.

Practical Support for IPRAS

In addition to learning, development and growth, which are intentionally built into the RA leadership program, RAs receive the following practical support to recognize their leadership role and their service to the community:

- \$190 USD / Week (including the weeks of IPRA Training in August. Housing during August training until you leave for your program will be possible and select meals will be provided during training but not most meals)

Eligibility for Being an IPRA

The Resident Advisor's leadership experience begins today in spirit, and ends in May, 2016.

Due to the nature of the RA responsibilities and the expectation that RAs serve as campus leaders and role models, eligibility to be an RA is based on, but not limited to, the requirements listed below:

- Maintain a minimum GPA of 2.5 and status as a full-time student throughout the commitment period (cumulative and semester).
- Must maintain good conduct standing; cannot be placed on university academic or disciplinary probation.
- Availability to live in the room designated by the program staff as most advantageous to the program. In most every case you will be able to select your roommate(s) (Buenos Aires excluded, naturally)
- Availability for the following important dates applicable to the RA program.
 - All SALT dates (unless not possible due to class schedule)
 - April 11th: 2015-2016 Academic Year + Semester student orientation (6am-5pm)
 - August 2nd-17th : IPRA Training in Malibu
- Must be available for travel on the group flight (Washington, London, Shanghai, and Lausanne may be asked to depart a few days earlier, for arrival in advance of the group)
- Must be confirmed for the program to which you apply.
- Must be a participant for the entirety of the academic year in the program.
- Must be available to participate in parts of the selection process for the following year's IPRA's.
- Must be willing to participate in classroom presentations for potential students the year after you return from your year abroad (unless graduating).

RAs are expected to confer in person with the Program Director regarding similar leadership responsibility with significant time commitments that they wish to accept while serving as an RA, in order to request approval. Communication of interest should occur prior to committing to the additional responsibility.

General Duties

As leaders and representatives of International Programs, IPRA's are expected to consistently support the community standards and ideals of Pepperdine University and International Programs, evidenced through the following:

- Work in conjunction with your co-IPRA to foster an environment that encourages the formation of relationships between residents and provide spiritual programming in your residence area.
- IPRA's are expected to lead by example. The IPRA should consider his or her impact on the moral and spiritual development of other students by evidencing good character and professional integrity; attending class and Convocation regularly; abstaining from obscenity, drunkenness, violence, vandalism, prejudice, discrimination, racism, dishonesty, sexual misconduct, substance abuse, illegal activity, etc.
- Adhere to regulations regarding the safety of the community, including fire codes and safety regulations.
- Inform residents of the community standards, procedures, services and events of university offices as well as local program information.
- Maintain order, enforce regulations, and document all irregularities and/or violations of community standards observed in the residential community. Communicate any concerns immediately to your director.
- Maintain a strict code of confidentiality regarding all information observed or obtained within the parameters of the position.
- Provide support and counsel for students as needed, referring students to the director and proper resources.
- Report and verify illness; direct emergency cases to the proper resource 24-hours per day.
- Be aware of and report non-resident guests within the residential community.
- Be available to assist the program Director, according to his/her expectations and direction, in the event of a natural disaster or emergency.
- Report maintenance and cleanliness concerns. Provide information to residents regarding work orders and progress of work.
- Maintain Pepperdine community standards in addition to specific expectations outlined by the program Director, the Student Handbook, and the Pepperdine alcohol policy.
- Be able to positively represent and model cultural sensitivities appropriate to the host country.
- Respond in a timely manner to requests made by all professional staff members.
- Other duties as assigned (e.g. Convo announcements, weekend reservation requests, special projects, etc.)

Specific Responsibilities

Semester prior to departure

- Write a brief letter with your Co-RA (if more than one RA for your program) to introduce yourselves to your group (pictures included). E-mail a word document to Megan Friese by March 13, 2015.
- Lead a group lunch for your program at the orientation program on April 11th (coordinate with your visiting faculty).
- Plan/organize one group activity, with assistance from your IP Ambassador during spring semester (RA and Ambassador meals up to \$10 per RA/Ambassador will be covered)
- Attend your SALT event. If it has passed, attend another one (unless this is not possible due to class schedule)
- Have your ambassador add you as an administrator to the current official program Facebook page.

Daily responsibilities – in program

- Check your Pepperdine email account at least once per day for important updates.
- Report information regarding any significant changes or events pertaining to the previous 24 hours.
- IPRA's are responsible for being on duty from curfew on Sunday night until they depart for travel, plus some additional weekend duties during local orientations, to be determined by the Director.
- Communicate pertinent information to residents throughout the living area (via newsletters and/or walkthroughs)
- Inspect for cleanliness and maintenance needs within the living area.
- Be available to residents.

Weekly Responsibilities – in program

- Attend meetings with your co-IPRA and Director for instruction, team building, and spiritual renewal. These meetings are held during a time determined by you and your director.
- Coordinate and attend a meeting with co-IPRA to discuss issues regarding the living area.
- As a team, BA RAs will visit 1 home stay per week throughout the length of the program.

Bimonthly Responsibilities (2x per month) – in program

- Schedule and perform an indoor facility check where each room is checked for cleanliness, safety, maintenance needs, and adherence to community standards and an outdoor facility check where the building is inspected for safety, maintenance, and cleaning needs. Report any concerns to your director. Both co-workers must always complete the bimonthly facility check together.

Monthly responsibilities – in program

- Distribute a newsletter or post community announcements informing residents of upcoming events and procedures.
- Communicate monthly with the IPRA coordinator in Malibu.

Specific Responsibilities - continued

Semester responsibilities – in program

- Be responsible for the distribution, accuracy, verification and collection of check-in/out forms, occupancy maps, room keys and all other designated check-in/out materials. Facilitate all Community Living Orientation meetings (CLOMs) as specified by your Director.
- Attend and help at local orientations.
- Facilitate the Basic Human Respect (BHR) program with residents at the beginning of each semester. Facilitate additional BHR meetings throughout the contractual term as necessary (whenever a resident or your director requests one).
- Assist director on Educational Field Trip and local excursions.

Spiritual Programming – in program

- Facilitate the spiritual programming for the group. If the RA does not have specific gifts or talents in this area, then it is their responsibility to find a member of the group to take this on (Bible studies etc.). Responsible for the spiritual tone of the group.

Other

- The IPRA role and responsibilities will be further defined by the program Director. You will better understand these roles when you communicate with them before you leave for the program and when you arrive at the program.
- Maintain an official Facebook group for students participating in your program.
- Participate in a Facebook group with other IPRA's to discuss ideas and solutions.
- Be prepared for an average of 10 hours a week of structured assignments (This will include the primary functions of their job duties—spiritual development, planning activities etc.).
- The chemistry of every program is different and the chemistry of different semesters within a particular program is different. IPRA's may be asked to adapt, improvise and be flexible. They may be asked to do something that is contrary to their training. After the training the program Director is the new supervisor.

Alcohol Expectations

Philosophy:

Pepperdine University seeks to foster an alcohol- and drug-free environment in which to work, live, learn, and grow. As a Christian University, we approach alcohol and other drug abuse with a combination of compassion, encouragement, directness, and concerned firmness. An aspect of this caring approach is the consistent enforcement of the regulations regarding alcohol and other drugs contained within this policy. The purpose of this policy is to ensure a safe environment that is consistent with the mission of the University and its goal to foster an alcohol- and drug-free environment. The following information is presented in compliance with the Drug-Free Schools and Communities Act of 1989.

The following regulations apply to all International Programs RAs:

1. The consumption or possession of alcoholic beverages or possession of empty containers or drug paraphernalia is prohibited on University property or at any University-sponsored event or activity that is sponsored by International Programs (group meals, farewell banquets, group transportation), regardless of the student's age.
2. On University property, it is a violation to be in the company of others who are drinking alcohol, using a controlled substance, or displaying alcohol containers or drug-related paraphernalia.
3. Any student who exhibits disruptive behavior while under the influence of alcohol or narcotics, wherever those substances were ingested, at a minimum will be placed on University probation for either the remainder of the semester or the rest of the academic year. Drunkenness is defined as offensive, disruptive, destructive, hazardous, and/or vulgar conduct during or following the consumption of alcoholic beverages.
4. Promoting the consumption of drugs or alcoholic beverages may not be undertaken within the confines of University properties or through University-sponsored or approved publications, and in general this type of promotion (regardless of means of communication) will be considered grounds for termination.

RA alcohol personal responsible drinking plan (required):

RA Signature _____ Date _____

IP Director Signature _____ Date _____