

OFFICE NAME
RESIDENCE LIFEPOSITION DESCRIPTION
RESIDENT ASSISTANT (RA)

RESIDENT ASSISTANT (RA)

Position Description

SUMMARY:

The goal of the Resident Assistant (RA) position is to facilitate community development within the residential community at Vanguard University. Through hosting events, meeting individually with residents, promoting a safe environment, encouraging healthy relationships, facilitating space for academic success, maintaining our community standards, and living amongst those they serve, RAs are able to shape the Vanguard community experience. The RA position reports to the Resident Director (RD) of the respective building. RA position is for the 2025-2026 academic year.

ESSENTIAL FUNCTIONS:

- Maintain administrative records (incident reports, duty logs, time sheets, maintenance reports, etc.) and assist with housing operations like check-ins, safety checks, and room unlocks.
- Ensure proper use of residence hall building keys and maintain safe and sanitary conditions in the assigned area.
- Serve as a role model, enforcing policies, and fostering community engagement through resident relationships, meetings, and programming (social, educational, spiritual).
- Assist in community development by organizing events and maintaining informational bulletin boards on campus resources.
- Manage community standards, handle behavioral concerns, and address crises in coordination with Residence Life staff.
- Maintain confidentiality in a professional manner while following required reporting procedures, ensuring student safety and well-being.
- Participate as a Residential Emergency Response Team member (Relocation and/or Evacuation, Fire, Fire Drill, Potential Power Outage Shut Off, Earthquake, Road Closures, etc.)
- Act as a Campus Security Authority (CSA), reporting crimes and ensuring compliance with the Clery Act.

REQUIRED DATES:

Spring 2026:

**All 2026 – 2027 Student Leaders. Dates subject to change by University calendar and University personnel*

- Friday, February 13 - SCORR Conference (All Day)
- Monday, March 30 - Welcome Celebration (10:00am-10:50am)
- Monday, April 6 - Leadership Training (10:00am-10:50am)
- Monday, April 13 - Leadership Training (10:00am-10:50am)



OFFICE NAME
RESIDENCE LIFE

POSITION DESCRIPTION
RESIDENT ASSISTANT (RA)

- Monday, April 20 - Leadership Training (10:00am-10:50am)
- Monday, April 27 - Leadership Training (10:00am-10:50am)

Fall 2026:

- August 11, 2026 - Fall Return Date
- August 11-26, 2026 - Fall Training
- August 14-17, 2026 - Fall Student Leadership Retreat
- August 27-30, 2026 - Welcome Week
- Various Mondays in Fall – Practicum, Dates TBD
- Saturday, December 19, 2026 - Winter Break Checkouts, RAs dismissed by 5pm

Spring 2027:

- January 6, 2027 - Spring Return Date
- January 6-8, 2027 - Spring Leadership Training
- January 8-10, 2027 - Spring Welcome Weekend
- SCORR Conference: TBD
- Hiring Celebration: TBD
- Various Mondays in Spring – Practicum, Dates TBD
- Sunday, May 9, 2027 - RA Spring Checkouts, RAs dismissed by 5pm

On a Semester Basis:

- RA Holiday Duty (1 night/RA): Labor Day, MLK Jr. President's Day, Easter Weekend
- RA Class on Mondays at 10:00-10:50am. The days when Practicum is hosted, there will be no RA class
- Enrolling in Leadership Practicum course requirements for Fall and Spring semester during the year of service as an RA – 1 unit, Mondays at 10am

ACADEMIC & CITIZENSHIP STANDARDS:

- Current student enrolled at Vanguard University in good standing
- Vibrant belief in Jesus Christ with ample evidence of personal discipleship
- Preferred Major/Minor: No preference
- Maintain minimum grade point average of 2.5 each term
- Be in good financial standing with the university
- Enrolled as a full-time student but in no more than 16 units without approval from supervisor
- RAs shall not be enrolled in more than one-night class without prior approval from Resident Director (night class is defined as being in session after 6:00pm)
- Expected to uphold a higher standard than the general student body, abiding by policies in the Student Code of Conduct, RA Training, and Residence Life guidelines



OFFICE NAME
RESIDENCE LIFE

POSITION DESCRIPTION
RESIDENT ASSISTANT (RA)

- Maintain professional conduct, including responsible social media use, and be open to feedback and performance evaluations by Residence Life Staff
- Demonstrated commitment as a team player to support and collaborate with faculty, staff, peers, and external constituents, as well as the initiative and ability to work independently.
- Excellent communication and interpersonal skills that will result in effective collaboration.

COMPENSATION:

This is a non-exempt, temporary, student employee position for 10-15 hours per week. RAs are given a stipend of \$875*/semester paid in equal amounts over the course of the semester on the 1st and 16th of the month. RAs will be assigned to a double room at no cost for the duration of their employment. RAs will have roommates. Should employment cease for any reason, the RA and roommate will have 48 hours to vacate and relocate to an available space or off-campus at the discretion of the university and applicable housing charges will be in effect immediately.

Supervisor Name: Resident Director or Area Director

Number of People Being Hired for this role if more than 1 individual: 25

EQUAL OPPORTUNITY:

Vanguard University is committed to ensure that all candidates have an equitable opportunity to apply for and participate in the selection process. As a university, we hold firm to the application of the reasonable accommodation process in accordance with the Americans with Disabilities Act of 1990. If you require an accommodation because of a disability in order to participate in any phase of the application process, or if you would like to request this information in an alternative format, please call Ken Bott, Sr. Director of Human Resources, at 714-662-5287.

Vanguard University is an equal opportunity employer that is not just committed to diversity and inclusion in the workplace, but celebrates it. To that end, we prohibit and will not tolerate discrimination or harassment of any kind against individuals of race, color, national origin, disability, pregnancy or any other characteristic outlined by federal, state, and local laws. This applies to all employment practices within the university. Vanguard is committed to a hiring process that is based on candidate's qualifications, merit, and operational needs of the university.

