Job Description
THE MFWI RESIDENT ASSISTANT (RA)

Responsibilities: The Resident Assistant (RA), a college or university student herself, lives with Japanese university women in a dormitory residence on the campus of Mukogawa Fort Wright Institute (MFWI). MFWI is a branch campus located in Spokane, Washington, of Mukogawa Women's University, Nishinomiya, Japan.

The RA provides English language conversation and evening tutorials, Spokane community and American culture orientation, residence living assistance, friendship and guidance. The objectives of the RA position include building a positive community within the dormitory, assisting students with both personal and academic concerns, knowledge of and upholding MFWI policy, and serving as a resource and/or liaison for MFWI.

RAs are assigned to work with small groups of 9–13 university students, living with their group as well as sharing meals and recreation. RAs provide assistance with evening and weekend dormitory coverage on a rotating basis. They are supervised by the Student Life Director and work closely with the Japanese bilingual Advisors.

The RA learns firsthand about Japanese culture and customs. Former RAs, following graduation from their respective colleges, have found job and study opportunities in Japan and other foreign countries.

MFWI provides its students with a total immersion program in English and American culture. The Japanese students, who are majoring in English and Education, stay for approximately fifteen weeks. There are three session per year: Fall (September–December); Spring (February–May); and a three-week Summer Session (August) for students from other academic majors.

Compensation: Resident Assistants receive an excellent package of housing, meals and a weekly salary for this part-time position.

Overview:
- The RA is responsible for establishing a safe and healthy environment for herself and the students at the assigned campus housing.
- The RA assists Japanese students with culture shock and homesickness, including minor personal and study problems. She assists with crisis situations, referring students, as needed, to others on campus for more intensive help.
- The RA lives in the assigned dormitory or house with her group of students and eats meals in the student dining hall with them, thereby increasing the students’ opportunities for English conversation and cultural exchange.
The RA is responsible for conducting four one-hour Tutorials weekly. A Tutorial involves the RA’s assigned group in conversation activities, games, role plays, etc. The RA helps the students discuss cultural differences between American and Japanese lifestyles. The RA maintains a weekly Tutorial Log, which is submitted to the Director of Student Life for review.

The RA organizes additional outings into the community, such as orientations for using Spokane Transit, visiting shopping areas, eating at nearby restaurants, and going to movies.

Student Life Team:
- The RA serves as a resource for the students to the MFWI campus and Spokane community activities, events and services.
- The RA communicates to the students about MFWI rules and policies, including campus security and fire safety.
- The RA participates in orientations, training sessions, and weekly RA meetings. The RA serves as a peer support for other RAs.
- The RA provides evening and weekend coverage, on a scheduled basis, of the campus telephones for emergency purposes, and the RA office for equipment and game checkout.

Qualifications:
1. A keen interest in gaining knowledge and skills in cross-cultural understanding and communication is important.
2. The Resident Assistant must be interested in learning about all aspects of Japanese culture, including customs and food. Knowledge of Japanese language is not necessary.
3. The RA must be interested in providing engaging and challenging tutorials and conversation opportunities.
4. The RA's own class schedule must be flexible to provide the evening (M–Th) Tutorials, RA Duty coverage (which may include some weekends), attendance at orientations (for RAs as well as students) and RA training sessions, and participation in the overall residence community.
5. The Resident Assistant must be female, and a full-time college or university student in good standing with a cumulative 2.5 GPA or better. Proof of enrollment and official transcripts are required upon hire.
6. A native English speaker.
7. Previous experiences in leadership, peer counseling or related activities are preferred.
8. Physical Requirements: Some lifting and carrying of items weighing up to 25 lbs.

For more information, please contact:
Student Life Director
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