Resident Assistant

Application Packet

2018-2019

Academic Year

Saint Anselm College

Office of Residential Life and Education

**Application Process Timeline**

 **November 7th RA Information Session 7:00pm Dominic/8:00pm LLC**

 **November 13th RA Information Session 7:00pm JOA**

 **November 14th RA Information Session 2:30pm Multicultural Center**

 **November 29th RA Information Session 7:00pm Hilary**

 **November 30th RA Information Session 7:00pm Dominic/8:00pm LLC**

 **January 16th RA Information Session 7:00pm Dominic/8:00pm Hilary**

 **January 18th RA Information Session 7:00pm JOA**

 **January 26th Application Due 4:00pm Online**

 **February 1st and 2nd Group Process 4:30-8:30pm NHIOP**

 **February 5th-16th Individual Interviews by Apt RLE Offices**

 **Mid March Decision Letters Sent**

Dear Resident Assistant Applicant:

Thank you for your interest in applying to be a Resident Assistant (RA) for the Office of Residential Life and Education. The RA position is very important to the overall operation of the residence halls and facilitating a positive living and learning environment. Please take a moment and read the application packet thoroughly to fully understand the position’s qualifications, timelines, responsibilities, and requirements. You will find the position to be an exciting and challenging leadership role as well as a tremendous learning experience. We encourage you to talk with an RA or Resident Director/Area Coordinator in your area to learn as much as you can about the position.

# Qualifications

To be considered an eligible candidate for the Resident Assistant position, you must meet the following criteria:

* Have completed at least one whole academic year at Saint Anselm College prior to start date
* Have an overall grade point average of at least 2.3
* Have and maintain a good disciplinary record at Saint Anselm College
* Be a full-time student

Our preference is that the RA position is filled for the entire academic year; however, we will still take your candidacy into consideration if you will studying abroad for part of the year.

Past or present violations of College policy may affect candidacy, but will not necessarily keep applicants from being considered.

**RA Application Process**

To be considered as an RA applicant you must:

Submit a completed application to the Office of Residential Life and Education via this link <https://www.surveymonkey.com/r/2FSV2HS> and submit your Cover Letter and Resume via email to ResidenceLife@anselm.edu by January 26th, at 4:00pm. For assistance with a cover letter and resume, visit the Career Development Center.

* Within your application, you will be asked to provide the names and e-mails for 3 references. References will be e-mailed by the Residential Life and Education Office asking them to complete a reference form for you by February 2nd.
* One reference must be from your current Resident Assistant
	+ Note: If you are a commuter student, any Residential Life and Education Staff member may provide your Residential Life reference for you
* Faculty, supervisors, club/organization advisors or College administrators/staff make excellent references for the remaining two forms
* Participate in a Group Process Session in the evening of February 1st or 2nd.
* Schedule and attend an individual interview with members of the Residential Life and Education staff; interview dates are February 5th – February 16th

The information from the application processes will be evaluated by the Director of Residential Life and Education and decisions will be made according to applicant strengths and staff placement needs.

* Selected candidates will be announced in mid-March before any part of Housing Lottery
* If you have any questions about the processes/procedures outlined above, please do not hesitate to contact the Office of Residential Life and Education at ResidenceLife@anselm.edu.

**Hints to Help You Prepare for the Interview Process**

The Career Development Center, relocated to a trailer near Dominic Hall, is a great resource to use to create your resume/cover letter and to prepare for the interview process. They can be reached at (603) 641-7490. Below are some general helpful tips:

**Cover Letter**

* Introduce yourself and your resume
* Should contain 2 to 3 short paragraphs that address personal goals, lessons learned, reasons to be rehired, expectations for further skill development, etc.

**Resume**

* Summarizes and lists relevant job experience and education
* Potential employers typically encounter an prospective candidate’s resume first and use it to screen applicants

**Interview Tips**

* Dress neatly and professionally
* Do not chew gum
* Be five minutes early for your interview
* Familiarize yourself with the job description and requirements — Talk to your current RA to learn more about the position
* Come prepared with questions
* Be ready to talk about yourself and accomplishments
* Be yourself!

**Possible Interview Questions**

* What interests you in the RA position?
* What strengths do you think you can bring to this position?
* What do you like about living on campus?
* What aspects of the RA position would you find challenging?
* How would you go about meeting your residents and establishing a community on your floor?

# RA Responsibilities Overview

**The Purpose of the RA Position:**

Resident Assistants (RAs) are paraprofessional staff members and an integral part of the Office of Residential Life and Education. RAs are campus leaders and have the most direct contact with resident students. RAs are assigned to a residence hall floor/area of approximately 40-60 students. Their primary responsibility is to act as a facilitator for this residence hall/building community and to enhance each of their residents’ social, educational, spiritual, intellectual, physical, vocational, cultural, and environmental development. The RA assists in articulating the College’s and department’s missions, philosophies, and policies for students. The RAs represent the College and act as role models for students.

The six basic roles of the RA are: **Community Facilitator, Resource/Referral Provider, Campus Leader, Administrator, Programmer, and College Representative**. The RAs report directly to the professional staff member assigned to their building/area.

# Expectations

1. The RA Contract begins no earlier than mid-August. The Contract ends no later than mid-May. These dates are subject to change to reflect the academic year. Notice of a change will be given to contracted Resident Assistants.
2. RAs are expected to be in good academic standing and must maintain a **semester GPA of 2.3**. If an RA’s semester GPA falls below a 2.3, he/she may be terminated.
3. An RA will be placed on a floor as determined by the Director of Residential Life and Education and may be reassigned at the discretion of the departmental staff during the contractual year.
4. An RA must maintain active and on-going communication with the professional staff assigned to his/her building/area, in addition to the Senior Resident Assistant, Assistant Director, and Director.
5. Any employment, student teaching, clinical rotations, internships, or other major responsibilities taking the RA out of the residence hall/area must be first discussed with the professional staff member and approved by the Office of Residential Life and Education.
6. An RA must remain in good judicial standing with the College.
7. An RA is expected to act as a positive role model and representative of the Office of Residential Life and Education and the College at all times.
8. An RA planning to be absent from campus overnight, must receive prior approval from their supervisor. RAs are entitled to four weekends away from the hall per semester. All duty schedules and arrangements will be designed and managed by the professional staff assigned to the building/area. A weekend is defined as the period beginning at noon on Friday and ending at 7 pm on Sunday.
9. An RA is hired for the complete academic year—August through May. If an RA resigns before the end of his/her employment dates, a letter explaining the circumstances will be kept in the RA’s permanent file. Pending the recommendation of the supervisor and the Office of Residential Life and Education, an RA may be rehired for a subsequent contract.
10. If an RA resigns or is terminated, a new room assignment will be made in consultation with the supervisor. The room assignment will more than likely NOT be in the area where he/she served as an RA and, under no circumstances, will be on the same floor.
11. If an RA is terminated, the final appeal shall rest with the Director of Residential Life and Education or designee.
12. If an RA is terminated or resigns before the end of the academic year, the RA grant will be rescinded. In the event of a termination or resignation, student will be responsible for the cost of room and board for the remainder of the academic year.

**Responsibilities**

1. **Community Facilitator**
	1. Be available and accessible to the students on their floor.
	2. Plan weekly contact hours with their residents.
	3. Know all of their residents by name within the first month of school.
	4. Hold at least one floor meeting per month to go over upcoming events, programming ideas, concerns, or College policies and procedures (i.e. closing for break).
	5. Assist students with personal, social, and academic problems.
	6. Respect and maintain appropriate staff and student confidentiality.
	7. Assist in the development of an academically supportive, living-learning environment by providing effective management of the floor and its dynamics.
	8. Consistently encourage personal responsibility on the part of the floor/building members.
	9. Welcome each resident by providing door decorations at the beginning of Fall semester, at the start of Spring semester, and throughout the year as new residents arrive.
	10. Encourage residents to participate in all orientation activities or campus-wide programming.
	11. Actively support and encourage participation in all floor or hall events.
2. **Resource/Referral Provider**
	1. Report all emergencies and serious situations to their supervisor.
	2. Know all campus and community resources available, in order to assist residents with issues.
	3. Refer students to appropriate campus/community resources.
3. **Campus Leader**
	1. Attend and participate in ALL staff training and required in-service sessions. These sessions include, but are not limited to:
		1. RA Fall Training Online Modules
		2. RA Fall Training
		3. September Training
		4. RA Winter Training
		5. RA In-service Training
		6. Fall/Spring All Staff Meetings
		7. Spring Training
	2. Attend all weekly staff meetings and contribute to the efficient functioning of the hall.
	3. Help develop a relationship with area staff which includes cooperation between Physical Plant, Campus Safety and Security, Dean of Students Office, Judicial Affairs, Student Activities, Health Services, and other campus offices. Support and display a positive attitude towards individuals who work in those offices.
	4. Participate in the recruitment, selection, and training of RAs and desk attendants.
	5. Participate in the Housing Lottery/Room Selection process.
4. **Administrator**
	1. Be available for and participate in all residence hall opening and closing operations as follows:
		1. New Student Orientation
		2. Fall Opening
		3. Thanksgiving Break Closing
		4. Christmas Break Closing
		5. January Opening
		6. Spring Break Closing
		7. Easter Break Closing
		8. May Closing
5. Assist with year-end closing activities. RAs are required to remain in their buildings until the building has been officially closed and the damage assessment is complete per the professional staff of the building/area.
6. Be available for special staffing assignments, such as Homecoming weekend, host-overnights, Halloween, St. Patrick’s Day; including duty coverage outside of the standard duty hours, as assigned by PSMs in response to campus or resident needs.
7. Participate in the weekly and weekend building/area duty rotation.

- An RA on-call is responsible for answering and responding to area duty phone calls. **RAs on-call may be off campus, in class, etc. until the beginning of active rounds at 8 pm Thursday-Saturday and 9pm Sunday-Wednesday.**

- Duty coverage is on a schedule established by the supervisor. Duty coverage requires RAs to be in their duty area conducting active rounds. **Hall coverage extends from 9 pm until 7 am the following morning Sunday-Wednesday and 8 pm – 7 am the following morning Thursday-Saturday**.

1. Participate in daytime duty coverage for high traffic weekends, as deemed necessary by the Office of Residential Life
2. Complete in a timely fashion administrative tasks, such as check-in, check-out, room condition forms, occupant rosters, maintenance requests, surveys, evaluations, and Incident Reports. **Incident Reports must be submitted by 8am the morning after the incident occurs**.
3. Know all information in the RA Manual.
4. Check their RA mailboxes a minimum of twice per week and post campus notices in a timely manner.
5. **Programmer**
	1. Create and foster a strong sense of community early in the semester by brainstorming and implementing programs according to needs of the building, area, and student interests.
	2. Complete passive programming according to the residents’ educational needs. Available bulletin board space **must** be utilized and updated monthly with passive programming initiatives. Other resources for passive programming include emails, posters, fliers, and other media approved by supervisors.
	3. General programming requirements**: 10 programs** over the course of the year, **5 in the Fall semester and 5 in the Spring semester**. Work with supervisor and staff to prepare a programming plan that addresses the needs of the specific student population
		1. **1 of the 5 semester programs must be Campus-Wide**
		2. **1 of the 5 semester programs must follow population specific requirements**
		3. **1 Program a semester must include Faculty Involvement**
		4. **3 of your 5 programs must take place during Late Night Programming times** (Friday and Saturday after 10:00pm)

The following categories that need to be satisfied over the course of the year are: educational, recreational, spiritual, social, cultural, and community service.

* 1. Pass in all documentation in a timely manner including programming forms and receipts.
1. **College Representative**
	1. Confront and document all incidents consistently.
	2. Uphold the policies and programs of Saint Anselm College.
	3. Explain and enforce all College and departmental policies, procedures, and philosophies.
	4. Submit factual and accurate information for all incidents, situations, and complaints by 8am the morning after they occur.
	5. Lead by example on and off campus.

**Application Checklist**

* **Go to Information Session/Ask Questions (talk to current RAs – know what you are signing up for)**
* **Find three people to complete an online reference form, and list them in your application**

**(make sure one is from Residential Life and Education)**

* **Complete Application**

 **(submitted online via** <https://www.surveymonkey.com/r/2FSV2HS>

**to Residential Life and Education by Jan. 26th at 4:00pm)**

* **Send updated Cover Letter/Resume to the Office of Residential Life and Education email** **ResidenceLife@anselm.edu** **(the Career Development Center can help create)**
* **Schedule Group Process Session (when you submit your Application Packet)**
* **Attend Group Process Day/Individual Interview (the Career Development Center can help you prepare!)**