UNIVERSITY of SAINT FRANCIS
RESIDENTIAL LIFE

January 30, 2012

Dear Saint Francis Student,

Thank you for your interest in becoming a Resident Assistant at the University of Saint Francis. The Resident Assistant Hiring Process is designed to evaluate who will be the best students to fill the openings for the RA position and to provide all candidates with an opportunity for personal growth. It is another example of "education outside the classroom."

Students interested in the position must meet minimum requirements in order to be considered. Resident Assistant applicants must possess a cumulative grade point average of 2.5 or higher. Applicants must also be in good financial and disciplinary standing with the university. As the first step of the hiring process, applicants must submit all application forms, three reference forms, and essays to the Office of Residential Life in Trinity hall by 4:30 pm on Friday, February 10, 2012.

Once you are accepted as a candidate, your application and references will be evaluated for evidence of your abilities and commitment. All candidates will be asked to go through a group process and an interview process.

As you complete the application, remember that we are looking for people who are willing to commit their time, energy, and creativity to the service of their peers. There is a financial incentive that may draw some students to apply; however, the amount is insignificant in the long run. The real benefit of the role will not be measurable in monetary terms, nor will it always be apparent during the time of your service.

Regardless of your major or vocational aspiration, there are few experiences in college, which will better prepare you for life and work than serving as a Resident Assistant. So, good luck in the process. We will be praying that God leads us to the people who will best serve students and their needs in the residence halls next year.

Sincerely,

Residential Life Staff

RA HIRING PROCESS TIMELINE

RA Hiring Process

January 30, 2012, 9 pm—Resident Assistant Info Meeting (Student Center)
Resident Assistant Application Packets available

February 10, 2012, 4:30 pm—Resident Assistant Applications and References are due to the Office of Residential Life and Housing

February 13-17, 2012—All applications are verified for qualification of candidates and references are checked

February 17, 2012 – Notification to applicants via email of status

February 23-26, 2012— Group and Individual Processes – TBA

February 27-March 1, 2012 – RD decisions for hire

March 2, 2012—Candidates notified of their status. Offers made to new staff members

March 9, 2012—Letters of Acceptance due to Office of Residential Life by 4:30pm

University of Saint Francis
Resident Assistant Job Description

Resident Assistants are representative of the Office of Residential Life and as such are staff members of the university, who are expected to act accordingly at all times. Being a staff member, the Resident Assistant is expected to strive to accomplish the primary objectives of the residential life program. To do so requires self-discipline and control, the power to observe keenly and accurately, the development of a stock of resources of knowledge to assist in the job, and the ability to establish good rapport. The Resident Assistant reports to and is supervised by the Residence Hall Director. Regarding the objectives of the residential life program, the Resident Assistant job includes the following:

I. Know individual students who you assist in developing a community that focuses on cognitive, personal and holistic participation of residents on your wing.

A. Build rapport and become acquainted with each student within the living unit (wing)
   1. Be available at regular times for assistance to students.
   2. Conduct "Community" style activities with students regularly
   3. Attend hall and floor meetings
   4. Become aware of residents' academic needs and respond appropriately
   5. Attend social and athletic activities of the hall
   6. Support holistic programming opportunities through attendance and encouragement
   7. Eat with various residents of the wing in the dining hall
   8. Support and participate with hall councils and departmental committees

B. Learn to know the characteristics of those living in your residence hall.
   1. Observe behavior and relationships of residents and groups
   2. Encourage continued high achievement with academics through support, referral to Academic resources and educating on successful study tips.
   3. Be familiar with the general rhythm of the year and hall. Consult appropriately with Issues of concern such as health, emotional, academic, attitudinal problems

C. Assist students.
   1. Know and interpret university and residence hall policies and regulations
   2. Know campus agencies/resource people to which/whom students may be referred.
   3. Be available to assist with general problems

D. Enforce residence hall and university policies.
   1. Intercede with issues that disrupt acceptable conditions promoting a living/learning environment
   2. Support and assist other staff members as "back up" during enforcement of hall/university policies.
   3. Assess and identify areas of address with regards to the physical facilities of the building
   4. Assertively address inappropriate behavior/violation of policies in a fair, non-judging manner.
   5. Assist dining hall staff in confronting inappropriate behavior during meal times

II. Administrative Responsibilities.

A. General
   1. Turn in staff reports promptly and accurately
   2. Identify responsible students that will assist in living up to the Residential Life Policies
   3. Assume "On Call" Responsibilities within the hall
      - Approximately one night per week and one weekend per month (9pm to 7:30am).
      - Complete "On Duty" log during the week and weekend.
      - Limit yourself to ten nights away during a semester (approval by RHD).
   4. Attend scheduled staff meetings
   5. Attend special meetings called by the Office of Residential Life, or Hall Director
   6. Be a positive member of the Orientation Team at the beginning of the fall semester.
   7. Limit class load to 16 hours each semester, except by special permission from the Director of Residential Life

B. Coordinate functions with the Office of Residential Life
   1. Be present during the opening and closing of halls each semester
   2. Assist with providing accurate Occupancy Reports
   3. Assist with the reporting of damages and repairs
   4. Refer room requests to Hall Director or the Director of Residential Life
   5. Assist with accuracy of key check out. Refer residents to Director of Residential Life in instances of lost keys
   6. Assist with the accurate Check-out of hall equipment to the residents

7. Furnish additional information that may be necessary for the smooth operation of the hall, and within the Office of Residential Life

III. Advise Student Groups
- A. Be knowledgeable of the organization and activities of the Residence Hall Association
- B. Attend all meetings and functions of the Hall Council
- C. Support the meetings and activities of RHA and other Residence Hall Councils
- D. Serve as a positive resource person and provide guidance to promote positive interaction between staff and participants of the Hall Council
- E. Encourage development of student leadership, as well as participation in programs and government in the residence halls.

IV. Residence Hall Programming
- A. Develop, implement and evaluate one cognitive, personal, or holistic activity per month
  1. Prepare plans for a specific residence hall program.
  2. Recruit students to assist with the planning an implementation of the activity
  3. Secure the necessary resources to implement the programs.
  4. Implement the programs
  5. Complete a Residence Hall Program Evaluation and submit it to your Hall Director one week after the program.
- B. Support for all "on-campus" activities
  1. Hang advertisements of events
  2. Encourage attendance to and discussion afterwards of all programs to make them holistic in nature.
- C. Support efforts of other Student Activities

V. Assist in the Creation of a Living/Learning environment.
- A. Role model appropriate behavior for residents
- B. Encourage the development of maturity in each other
- C. Help explain or give understanding for rules and regulations
- D. Refer more severe student conduct issue to the Hall Director, or the Director of Residential Life
- E. Provide a community atmosphere through the organization of social and recreational activities.

VI. Prepare to perform the duties of the position.
- A. Attend all meetings of "staff developments" including, but not limited to (RA training in fall, winter, and spring, staff meetings, one on one development meetings, special leadership opportunities)
- B. Offer a self-evaluation once a semester on your growth in the position.
- C. Effectively balance time so as to be successful both academically and with the position
- D. Share with other staff members ways that they can be motivated and developed via your educational training and experience
- E. Be thoroughly familiar with Resident Assistant Staff Handbook, the current room & board agreement, The Student Handbook, and other pertinent resource documents of the university

VII. Academic Responsibilities.
- A. Maintain a cumulative grade point average of 2.5
- B. Maintain a minimum grade point average of 2.5 each semester
- C. Complete a minimum of 12 credit hours each semester

VIII. Outside employment is allowed with the permission of the Director of Residential Life. If permitted, the RA is not allowed to work any more than 10 hours a week.

IX. Other duties as assigned by the Hall Director, Director of Residential Life, Associate Dean of Students, Vice President or Student Affairs, or President of the University.

The responsibilities listed above do not totally define the Resident Assistant's job. Any current staff member will tell you there is more to the job. Please use this listing of responsibilities as a starting point. Questions should be directed to the Director of Residential Life, any Hall Director, or Resident Assistant.

Revised 1/2001, 1/2007, 1/2008, 1/2009, 8/2010, 1/2011

UNIVERSITY of SAINT FRANCIS
RESIDENTIAL LIFE

Resident Assistant Application

Personal Information:

Name: _____
(Last) (First) (Middle)

Prefer to be called: _____ Gender: M F USF Student ID#: _____

E-mail address: _____

Local Address: _____
(Hall/Street) (Room/Apt) (Phone#/Zip)

Permanent Address: _____
(Street or P.O. Box#) (Apt. #)

_____
(City) (State) (Zip Code) (Permanent Phone#)

Academic Status:

Current Classification: First Year Student Sophomore Junior Senior

Major: _____ Expected Date of Graduation: _____

Fall Semester Grade Point Average: _____ Cumulative Grade Point Average: _____

Have you attended another college or University? _____ If yes, please fill out information below:
College or University: _____ Dates Attended: _____

Residence Hall Involvement:

Number of semesters you have lived in USF Residence Halls: _____

Which Residence Halls: _____

Have you previously worked as a Housing or Residential Life Staff member? ____

If yes, please fill out the information below:

Hall: Position: Supervisor: Dates Employed:

_____

Have you ever been involved in a disciplinary incident within the residence halls? _____
If yes, please explain:_____
_____

Please describe any involvement you have had in residential life activities or programs:
_____
_____
_____

USF Organizations, Honors, and Activities:
Please describe any college activities, offices held, or other previous leadership roles:
_____
_____
_____

Prior Work Experience:

Company:	Supervisor:	Type of Work:	Dates:	Phone Number:

Time Management:
Please list all extra-curricular activities in which you plan to be involved in next year. Include everything outside your classroom commitments (i.e. work-study, athletics, clubs, church groups, eating, sleeping, etc.) and give an estimate of your weekly time commitment to each. Because of the time commitment expected of RA's, this is an important part of the decision making process.

Activity/Commitment	*Estimate of Weekly Time*
R. A.	20 Hours
Class	_____
Homework	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Time allotted:	_____

Hall Preference:

You will have the option to choose which residence hall you would prefer to work in if you are selected to be an RA. Please provide your first and second choices below.

1st Residence Hall Preference: _____

2nd Residence Hall Preference: _____

Roommate Selection:

Dependent upon the number of students living on campus in the next academic year, you may need to be placed with a roommate. Please provide the names of two possible roommates that would live with you. You will only have one roommate.

1st Choice Name of Roommate: _____

2nd Choice Name of Roommate: _____

Essays:

1) Why do you want to be a Resident Assistant? What type of RA would you be and why? Please include what you feel are the benefits of living on campus and the importance of community in the residence halls. (350 word minimum, typed)

2) Tell us about a time you were on a team. What do you need from your fellow team members to be successful? (250 word maximum, typed).

References:

Each applicant **must** have three (3) references. References are defined as people you know through a work, academic, or leadership related position. These references should consist of:

Residential students

- 1 Residential Life member (hall director, resident assistant)
- 1 previous employer
- 1 University of Saint Francis staff or faculty member

Commuter students

- 1 previous employer
- 2 University of Saint Francis staff and/or faculty members

Reference for Resident Assistant
Office of Residential Life and Housing
University of Saint Francis

Applicant's Name:_____

_____
Name of Reference (please print) Title Department Phone #

***Waiver of Access**: The Family Educational Rights and Privacy Act of 1974 permits the individual requesting* this reference to sign a waiver relinquishing the right to inspect letters of recommendation. The person's signature below constitutes such a waiver. The lack of a signature implies that the person for whom this reference is being written shall have the right to read this reference in the Office of Residential Life.

_____ ***I DO NOT*** *choose to waive access to recommendations submitted by the reference below.*

_____ **I CHOOSE TO WAIVE** access to recommendations submitted by the reference below.

APPLICANT SIGNATURE: _____ DATE: _____

To the Reference: The person above has applied for a Resident Assistant position in the residence halls at the University of Saint Francis. The Office of Residential Life and Housing would greatly appreciate your honest evaluation of this individual.

As a **Resident Assistant**, this individual would serve as an advisor for a floor community with major responsibilities including: assisting students with personal/academic problems, interpreting and enforcing housing regulations and University policies, developing positive communities, providing community building programs.

In what capacity have you known the applicant? _____

How long have you known the applicant? _____

For the RA position, would you _____ Highly Recommend
_____ Recommend
_____ Recommend w/ Reservations
_____ Do Not Recommend

May we contact you regarding the applicant? _____ YES _____NO

_____
Signature Date

Please return the reference to:

Andy McKee
Director of Residential Life and Housing
2701 Spring St.
Fort Wayne, IN 46808
260-399-8178 (fax)

RESIDENT ASSISTANT

The Resident Assistant is an undergraduate whose responsibility is to serve as a student advisor to students in the University residence halls. He/she is a staff member within the Division of Student Life. In this capacity, he/she lives in a residence hall and is the University representative who works most directly with campus residents. He/she works with other residence hall staff in developing and supporting the programming objectives of the residence halls. Resident Assistants are selected because of their knowledge about the university, their ability to accept responsibility, their concern and sensitivity to others, and their predicted ability to grow during their commitment as a Resident Assistant.

HIGHLIGHTED RESPONSIBILITIES FOR THE POSITION

These are minimum responsibilities for which Resident Assistants are accountable. Additional specific expectations may be given by the Hall Director/Director of Residential Life and Housing.

- Be a positive role model for students and other staff to observe, both on and off campus.
- Support and carry out the policies of the University
- Help students and staff create and maintain an educational and open environment in the residence halls.
- Maintain professional levels of confidentiality when handling information about residents and staff.
- Become familiar with university resources and refer students appropriately.
- Maintain open communication lines with fellow staff and supervisors.
- Strive for good relations with all Residential Life and other university staff.
- Take an active role in providing a safe living environment for students including taking regular on call shifts on weekdays and weekends, and being available to respond to emergency situations.
- Promote community-building activities through social and recreational programs.
- Carry out all administrative functions as needed in a responsible and timely manner.

RESIDENT ASSISTANT QUALIFICATIONS

There are four basic qualifications that must be met in order for applications to be considered.

- Two semesters of college experience by the time RA position is assumed.
- A 2.5 minimum cumulative Grade Point Average (4.0 scale) and a 2.5 minimum per semester
- Good financial and disciplinary standing.
- Be hired for a full academic year.

Applicant Name: _____

Please provide a **written** description of your perception of the applicant's abilities in each comment section. Rate the applicant's abilities based on the following scale.

A: Exceptional **B**: Above Average **C**: Average

D: Needs improvement **NBJ**: No basis to judge

Communication Skills

Written Skills ____
Verbal Skills ____
Listening Skills ____
Assertiveness with thoughts and ideas ____

Provide Additional Comments in the space below:

Leadership Potential

Potential for effective group leadership ____
Respects other's points of view ____
Appears confident in group settings ____
Is an effective role model to others ____

Provide Additional Comments in the space below:

Administrative Skills

Ability to prioritize tasks ____
Time Management ____
Completes tasks without error ____
Completes tasks in a timely manner ____

Provide Additional Comments in the space below:

A: Exceptional **B**: Above Average **C**: Average
D: Needs improvement **NBJ**: No basis to judge

Maturity/Sense of Responsibility

Adaptable to change ____
Self-confident ____
Completes tasks on time ____
Acts well under pressure ____
Exhibits positive self-image ____
Exhibits internal motivation ____

Provide Additional Comments in the space below:

Approachability

Exhibits warmth and openness ____
Ability to exhibit empathy ____
Demonstrates concern for others needs ____

Provide Additional Comments in the space below:

Sensitivity and Appreciation of Diversity

Exhibits an open mind ____
Appears to be non-judgmental ____
Respects other's life choices ____
Relates well with persons of different religions, cultures, sexual orientation and intellectual competence. ____

Provide Additional Comments in the space below:

Thank you for your time and careful consideration of the applicant's abilities and potential. The applicant's file must be completed in full. Please return the completed reference to Andy McKee at the Office of Residential Life.

Reference for Resident Assistant
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Exhibits positive self-image ____
Exhibits internal motivation ____

Provide Additional Comments in the space below:

Approachability

Exhibits warmth and openness ____
Ability to exhibit empathy ____
Demonstrates concern for others needs ____

Provide Additional Comments in the space below:

Sensitivity and Appreciation of Diversity

Exhibits an open mind ____
Appears to be non-judgmental ____
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