New Resident Advisor Application Information (2010-2011)

Thank you for your interest in a Resident Advisor position for the 2010-2011 academic year!

Below you will find a detailed timeline of the Resident Advisor selection process. Attached is the Resident Advisor position description. **One reference form must be completed by your current Resident Advisor. The second should be completed by a Muhlenberg College faculty or staff member.** Please give the reference forms to the appropriate individuals. The application, your responses, and your references should be completed and returned to the Office of Residential Services **no later than 3:00 p.m. on Friday, January 22, 2010. Late applications will NOT be accepted.** Please keep this timeline and the RA job description for yourself.

For full consideration for an RA position, applicants must be current full-time Muhlenberg College students with a minimum cumulative GPA of 2.50. This minimum must be maintained throughout the application process. Applications that fail to meet this standard will NOT be reviewed. First year and transfer students must have a cumulative GPA of 2.50 by the application deadline. Applicants must also meet and maintain certain judicial standards for consideration.

The following checklist has been created to provide you with details regarding the RA selection process.

_____ Information Sessions: November 18th or November 19th, not mandatory
(7:00 p.m. in Seegers 112)
This is a great opportunity to learn firsthand about the RA position and selection process. A panel of current RAs will be there to answer all of your questions about what it’s like to be an RA.

_____ Applications Due: Friday, January 22, 2010 by 3:00 p.m.
Applicants will be evaluated on academic and judicial history, application content and references, as well as relevant experiences. Please remember that reference forms are considered part of the application and must be completed and returned in order for your application to be processed. **Applications are to be submitted to the Office of Residential Services in Prosser Hall no later than 3:00 p.m. on Friday, January 22, 2010.**

_____ Group Process: Saturday, February 6th, Seegers 113, mandatory
The Group Process will last from 9:00 a.m. until approximately 1pm. **CANDIDATES MUST ATTEND.** Please dress comfortably since you will be moving around a lot throughout the day. Tardiness for your session is unacceptable and could result in your candidacy being withdrawn. Group process will be held in Seegers 113. If you have a need for any accommodations, please let ORS know in advance.

**PLEASE KEEP THIS DATE OPEN ON YOUR CALENDAR!**
Interviews: February 8 through February 19, 2010
Interviews will be conducted by a panel of representatives, including housing professionals and RAs. Interviews will last approximately one half-hour. Applicants should sign up for an interview time slot upon submission of their application. Dress is professional.

Hiring decision letters should be picked up at ORS between 3 and 5 PM. Successful candidates will receive a staff contract and position description at this time. Signed contracts need to be returned to the Office of Residential Services by 3:00 p.m. on Monday, March 15, 2010. Candidates who do not receive an initial offer may be offered a position during the following weeks until all open positions have been filled.

March Orientation Event Saturday, March 27, 2010 mandatory
9am-5pm Seegers 111-113

RA Class Wednesday, April 14 or Thursday, April 15, 2010 mandatory
7-9pm Seegers 111
Once selected, new RAs will be required to attend an RA class on one of these evenings. The purpose of the course is to familiarize new RAs with the position and ways to create community on your floor.

August Training (week long training) mandatory
Scheduled to begin August 20, 2010

All questions concerning this application or the RA selection process should be directed to Becky Grace, Katy Mangold or Katie Shelley in the Office of Residential Services.
Resident Advisor Position Description

Resident Advisors (RAs) are full-time students who serve as paraprofessional staff members in ORS. They are selected because of their maturity, leadership qualities, experience, and interest in working with other students and staff. RAs are concerned with the educational, social and personal development of the students living in their residential communities. RAs are responsible for promoting an environment conducive to individual rights and responsibilities, as well as academic success. With guidance from the HRs and under the supervision of the RCs and other professional staff, RAs complement the formal education process at the College by enhancing the quality of life in the residence halls. They are a vital and necessary link in the Residential Services program. As student members of the Dean of Students Staff, they are the representatives of the College that deal most directly with campus residents.

Community Development and Programming Responsibilities
- Actively advise and aid students in developing individual responsibility, self-regulation, personal growth, and social awareness.
- Become acquainted with each individual in the residential community (floor, hall, etc.) and maintain a positive relationship with residents.
- Establish and maintain an environment that is conducive to study, sleep, and positive interpersonal relationships.
- Facilitate at least four programs each semester, as well as a building-wide program with the entire staff.
- Publicize campus events to his/her residents.
- Discuss ideas for improvement in the hall programs, policies, and activities with supervisor and ORS.
- Assist Student Activities and ORS in the planning, implementation, and involvement of their programs when necessary, including West and East Fest.
- Perform other duties as assigned by ORS.

Administrative Responsibilities
- Participate in "on duty" coverage.
- Participate in evaluation process once each year with the HR and RC.
- Facilitate opening and closing of halls.
- Submit surveys, evaluations and other assignments as requested in a timely fashion.
- Plan and initiate floor meetings in the beginning of the semester, before breaks, and when necessary to discuss community issues.
- Maintain constant communication with supervisor.
- Cooperate with Campus Safety to ensure proper safety procedures in the residence halls, including the operation of fire alarms and building evacuation.
- Keep bulletin boards current with appropriate information and update door decs when necessary.
- Attend weekly staff meetings conducted by the HRs.
- Attend monthly area meetings conducted by the RCs.
- Be available during evening and weekend hours. The RA should be on campus at least three weekends per month.
- Request in writing, any time expected to be away from campus using weekend away forms.
- Participate, periodically, in events and programs sponsored by ORS, or other departments, such as Through the Red Doors, Housing Lottery, and Open House.
- Serve as a liaison between the students and ORS through the interpretation of College policies to students and interpretation of student opinions, attitudes, and actions to ORS.
- Perform other duties as assigned by ORS.

Peer Education and Counseling Responsibilities
- Be available to counsel residents, within the limits of training and capabilities, on personal and academic issues.
- Maintain necessary confidentiality. Confidentiality is critical in developing and maintaining a trust relationship between an RA and his/her residents.
- When warranted an RA should make students aware that they have a responsibility to the college and that not all things can or should be kept in absolute confidence.
- Make referrals when appropriate to the professional staff within ORS and/or Counseling Center.
- Make an effort to be aware of all students experiencing personal concerns and stress and assist or refer when possible.
- Listen to students’ concerns without being judgmental.
- Familiarize self with college and community services and refer students to these services.
- Facilitate and encourage development of suite/roommate relationships by coordinating the completion of the suite/roommate agreements.
- Maintain file with suite/roommate agreements and refer to them when mediating conflicts within the relationships.
- Perform other duties as assigned by ORS.

Facilities Management Responsibilities
- Be aware of the conditions needing repair and regularly report them to ORS.
- Complete necessary paperwork including ICR forms and work order requests as needed.
- Report emergency repair work to ORS during office hours (8:30 a.m. to 5:00 p.m.) or Campus Safety after office hours.
- Establish a sense of ownership in their communities to assist in maintaining a positive residence hall appearance.
- Complete room inventories before opening and after closing and when new residents move in.
- Complete routine community damage updates within his/her residential community.
- Serve to safeguard the health and safety of residents by assisting with fire drills/alarms, maintaining proper fire safety habits, and prohibiting pets from being in the residence halls.
- Perform other duties as assigned by ORS.

Training
- Attend and actively participate in a March orientation event prior to beginning RA position.
- For new hires: attend and actively participate in RA Class during April.
- Attend and actively participate in the August training program.
- Attend and actively participate in the January training program.
- Attend and actively participate in-service training in area meetings.
Education and Conduct Responsibilities

- Serve as positive role models for other students and appropriately reflect the college's values, objectives, and policies. RAs will be held to a high standard of behavior. RAs found in violation of said policies may be released from their positions.
- Facilitate student awareness of College policies and regulations. Report and properly interpret those policies and regulations.
- Assist students in upholding the rules and regulations of the College and residence halls as paraprofessional members of the Student Affairs Staff. In the event that students fail to assume responsibility, the RA deals with the situation in a way that will promote responsible student action.
- Encourage students to confront those who are disturbing them directly. If this is not successful, the RA should accompany the student approaching the student(s) who are creating the concerns. The RA should then act as a mediator.
- Be consistent and impartial. RAs need to be sincere, fair, concerned and interested in their residents.
- Monitor student behavior and enforce residence hall and College policies as outlined in the Student Policy and Information Guide. RAs are expected to respond appropriately to violations of policy in their communities.
- Perform other duties as assigned by ORS.

Qualifications

- RAs must have at least sophomore standing
- Must have at least a 2.50 cumulative grade point average
- May not be on academic, residential, or disciplinary probation
- RAs may not serve as Student Advisors
Muhlenberg College
Office of Residential Services
New Resident Advisor Application

Section I
Name: __________________________ Birth Date: __________ ‘Berg ID#: ______________________
Current Residence Hall __________________________ Room#: __________________________
Extension# __________ Cell # __________________________ Box #: __________
Gender: ( ) Male ( ) Female Muhlenberg Email: ________________________________

Class Status (Circle One): First Year Sophomore Junior

Academic Major/Minor (if applicable): ________________________________
Cumulative GPA: __________ Anticipated Graduation Date: _______________________

How many semesters have you lived on campus? (including Spring 2011) ________________

Please complete the table below.

<table>
<thead>
<tr>
<th>Where you lived (Hall/Room)</th>
<th>When you lived there (semesters/year)</th>
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Do you have a Muhlenberg College judicial record? ( ) Yes ( ) No

Have you ever applied for an RA position before? ( ) Yes ( ) No
If yes, when? ______________________

Please check those in which you will be involved during the 2009-2010 academic year:

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<th></th>
<th>Student Teaching</th>
<th>Study Abroad</th>
<th>Internship</th>
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<tr>
<td>Fall 2010</td>
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<tr>
<td>Spring 2011</td>
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**Group Process:** All new candidates must attend and participate in Group Process on Saturday, February 6, 2010 from 9am-1pm in Seegers 113.
RA Room/ Suitemate Information: Resident Advisors placed in Prosser, Walz, Brown, Taylor, East, and Martin Luther do not have the option of having roommates. RAs placed in Benfer will have 6 suitemates and RAs placed in Robertson or South will have 3 suitemates. Please indicate below the names/class years of your intended suitemates, should you be placed in one of these Residence Halls.

<table>
<thead>
<tr>
<th>Benfer Hall – 6 Suitemates</th>
<th>Robertson/South Halls – 3 Suitemates</th>
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<tbody>
<tr>
<td>Suitemate Names</td>
<td>Class Year</td>
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Placement Preferences: Please rank your preferences for residence hall placement. Placement is strongly based upon your ability to work with the needs and interests of the residents in each hall as well as your fit with the staff team. Preferences will be considered, but are not guaranteed. Use #1 to indicate your first choice. Male candidates are not eligible for placement in Brown Hall

- [ ] Benfer Hall – upper-class, co-ed by suite, 4 double rooms per suite, exterior room entrances
- [ ] Brown Hall – first-year and upper-class women, combination of singles, doubles, and triples
- [ ] East Hall – upper-class, co-ed by room, combination of singles, doubles, and triples
- [ ] Martin Luther Hall – upper-class, co-ed by wing, mostly doubles, some singles and triples
- [ ] Prosser Hall – first-year, co-ed by wing, mostly double rooms
- [ ] Robertson and South Halls – upper-class, co-ed by suite, 4 single rooms per suite
- [ ] Taylor Hall – upper-class, co-ed by room, double rooms with private bath
- [ ] Walz Hall – first year, co-ed by wing, mostly double rooms

Section II

Responses to the following items should be typed and attached to this application. You may submit the information in this section in resume format.

1. Please list all full and part-time employment experience, including on-campus positions and summer jobs. Use the following format:
   - Position
   - Organization/Company
   - Dates of Employment
   - Duties

2. Please list all of the organizations (executive positions and/or general membership) and other relevant experiences (volunteer work, etc.) in which you have been involved. Use the following format:
   - Position
   - Organization/Agency
   - Dates of Involvement
   - Duties/Activities

3. Please share any additional academic honors, scholarships, internships, interests, and/or hobbies.

Section III

Essays will be evaluated on content and grammar. Essays should be specific, concise, and no more than 200 words per item. Responses should be typed and attached to this application.

1. After reading the position description and observing current RAs, what interests you most about becoming a Resident Advisor? What aspects of the position are you most apprehensive about? Why? What qualifies you for a Resident Advisor position over other applicants?
2. What kinds of adjustments will you have to make in your life if you become a Resident Advisor? How do you feel about living and working in the same environment? Please consider both positive and negative aspects.

3. What characteristics do you feel are most important to being a successful Resident Advisor? What leadership experiences have you had that have helped to prepare you for a Resident Advisor position? What do you hope to gain from the RA position?

4. Define the components of a successful residential community. What role(s) do you expect a Resident Advisor to play on his/her floor? Discuss your specific plans to create a sense of community among your residents.

5. Describe your ideal staff. Include yourself as a Resident Advisor on this team, your colleagues (fellow RAs), your Head Resident, and your Residence Coordinator in your summary.

I verify that all of the information provided on this application is truthful and accurate. I waive my right to privacy and I understand that professional and paraprofessional staff members in the Office of Residential Services will be reviewing my College judicial and academic records throughout the selection process.

Signature: ________________________________  Date: ________________________________
Resident Advisor Recommendation Form
(for your current RA to fill out)

Candidate Name:____________________________________

I hereby agree to waive my right of access to this recommendation.

Candidate Signature:______________________________ Date:________________

The aforementioned student has applied for a Resident Advisor (RA) position in our residence hall program and has given your name as a reference. As an RA, this student would serve as an advisor to a group of residents living on their floor. The responsibilities include administrative tasks, peer counseling, conflict resolution, information dissemination, role modeling of appropriate behavior, and encouraging the development of a responsible community. With these responsibilities in mind, please complete this form and return it to the Office of Residential Services by Friday, January 22, 2010. Thank you for your time and assistance.

1. How long and in what capacity have you known this candidate?

2. What strengths of this candidate qualify him/her for the position?

3. How well does this candidate relate to students?
4. What factors might limit this candidate’s performance?

5. How has this candidate demonstrated the responsibilities listed above as necessary for the RA position?

6. Additional comments:

Name: ___________________________  Position/Department: ___________________________

Signature: ___________________________  Date: ______________

Please return this reference form by Friday, January 22, 2010 to:

Becky Grace  
Assistant Director of Residential Education  
Office of Residential Services, Prosser Hall  
Muhlenberg College  
2400 Chew Street  
Allentown, PA 18104
Resident Advisor Recommendation Form
(To be filled out by a Faculty or Staff member)

Candidate Name:__________________________________________

I hereby agree to waive my right of access to this recommendation.

Candidate Signature:______________________________________ Date:________________

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