Thank you for your interest in returning to staff for the 2010-2011 academic year!

Attached you will find a copy of the Resident Advisor position description and Resident Advisor re-application. Please note that there is a section of this application reserved for your Head Resident and Residence Coordinator. The Office of Residential Services will forward your application to these individuals for them to complete once your application has been submitted. Please complete this application and return it to the Office of Residential Services no later than 3:00 p.m. on Friday, January 22, 2010. It will not be necessary for Returning candidates to complete an individual interview. All hiring decisions will be based upon your previous performance as a staff member. All questions or concerns regarding the selection process should be directed to Becky Grace, Katy Mangold or Katie Shelley, and we specifically ask that you do not approach anyone else involved with the selection process regarding placement preferences.

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

----- Applications Due: Friday, January 22, 2010 by 3:00 p.m. to the Office of Residential Services. Applications will be evaluated on academic and judicial history, application content and HR/RC recommendations, as well as previous performance as an RA. Failure to complete any RA responsibilities may affect rehiring.

----- Offer Letters and Placement Decisions: Wednesday, March 3, 2010. Hiring decision letters should be picked up at ORS between 3-5 p.m. 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.

Applications are to be submitted to the Office of Residential Services in Prosser Hall no later than 3:00 p.m. on January 22, 2010. Late applications will NOT be accepted.

Please be advised that accepting a Resident Advisor position for the 2010-2011 academic year will include the following commitments:

- **March Orientation Event** March 27, 2010 Seegers 111-113 9am-5pm
- **Fall 2010 semester** (inclusive of all building openings and closings).
- **Spring 2011 semester** (inclusive of all building openings and closings).
- **August Training** scheduled to begin Friday, August 20, 2010

All questions or concerns regarding this packet or the Returning RA selection process should be directed to Becky Grace, Katy Mangold, or Katie Shelley.
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 via 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 suitemate and roommate relationships by coordinating the completion of the suitemate and 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
Returner Application

Section I

Name: ____________________________________________ Graduation Date: __________________

Number of Semesters on staff: ____________________________ Cumulative GPA: __________________

Box #: __________ Extension: __________ Cell#: ____________________________ ’Berg Email: ____________

Please check those of the following in which you will be involved during the 2010-2011 academic year:

<table>
<thead>
<tr>
<th></th>
<th>Student Teaching</th>
<th>Study Abroad</th>
<th>Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2010</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2011</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RA Room/ Suitemates:** 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 and class years of your intended suitemates, should you be placed in one of these Residence Halls.

**Placement Preferences:** Please rank your preferences for 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. As with new applicants, preferences will be considered, but are not guaranteed. Please use #1 to indicate your first choice. Male candidates are not eligible for placement in Brown Hall. If you are interested in an RL position (including The Village/22nd & Chew) use the RL application.

( ) 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

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, as well as my RA personnel file, throughout the selection process.

Signature: ____________________________ Date: ____________________________
Section II

Please list all expected additional employment, student organizations, or other outside activities in which you plan to participate during the 2010-2011 academic year. You may submit this information in resume format if desired. Discuss how you feel your involvement with these activities may or may not influence your performance as a Resident Advisor.

Section III

Below is the section of the application that is reserved for your Head Resident & RC. Please do not give this application directly to them. Instead, we will forward your application to these individuals once your application has been submitted.

This section to be completed by Head Resident

I do / do not recommend the above staff member to be re-hired for the 2010-2011 academic year.

Comments on performance (attach separate sheet as needed):

Head Resident Signature ___________________________ Date ________________

This section to be completed by Residence Coordinator

I do / do not recommend the above staff member to be re-hired for the 2010-2011 academic year.

Comments on performance (attach separate sheet as needed):

Residence Coordinator Signature ___________________________ Date ________________