

# Resident Assistant Application Packet

2009-2010

Thank you for participating in the RA Selection Process. Below is some important information regarding the Resident Assistant position. Please read this information thoroughly. There are very important details of the selection process you need to be aware of.

## QUALIFICATIONS

- You must have a current GPA of at least 2.3 to apply, and maintain a cumulative GPA of 2.3 throughout the time you are an RA. Your semester GPA must also be a 2.0 or above while employed.
- You must be in good disciplinary standing with the University and have 24 credits or more by the end of the Fall 2009 semester. You must have lived on campus at VU for at least one semester before beginning employment in the RA position.

## APPLICATION PROCESS AND TIMELINE

- Written Application and References:* Complete the attached application in its entirety and return it to the Office of Residential Life, 121 Kretzmann Hall, no later than 5:00 p.m. on Friday, October 30, 2009. The application packet is also available on our website. Also, have three individuals complete the attached reference forms and have them delivered to the Office of Residential Life by Friday, October 30, 2009. When you turn in your application you will be asked to sign up for an interview time. As such, it would be a good idea to bring your calendar/planner with you at this time.

Interviews will take place November 2-4, 2009. There will be three Residential Learning Coordinators interviewing you. Your interview will be scheduled to last 30 minutes. Questions will cover specific items you share on your application, your motivation for applying for the Resident Assistant position and the relevant experiences you bring to the position. The best preparation for the interview is to read over your discussion question answers and practice answering questions about the information.

- All candidates will be notified by letter of the selection outcome by Friday, November 6<sup>th</sup>.
- If hired, you will be expected to attend one meeting and some minimal training with your new staff team in December.

## ADDITIONAL INFORMATION

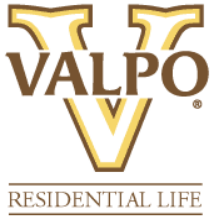
- ❑ As you go through the process, you will hopefully learn more about yourself and where you might be a good fit as an RA. Some things to consider: the differences between upperclassmen and freshman buildings and the different types of students who gravitate to different buildings based on their proximity to specific academic buildings.
- ❑ Each residence hall at VU provides specific challenges and rewards to the RAs in that building. Here is brief overview of the current residence halls:
  - Alumni – Total occupancy of 339 students with upperclassmen in suites on the first floor, two floors of freshmen men, and two floors of freshmen women.
  - Brandt – Total occupancy of 324 students with a mix of upperclassmen and freshmen. This building is also a living choice for many of VU's international students and usually stays open during University break periods. The first floor houses the Global Leaders Community.
  - Guild – Total occupancy of 134 women on three floors in singles, doubles, triples, and quads. This staff works together with the Memorial staff as a team. This building has air-conditioning.
  - Lankenau – Total occupancy of 324 students with upperclassmen in suites on the first floor, two floors of freshmen men, and two floors of freshmen women.
  - Memorial – Total occupancy of 154 students on three floors. Men live on two floors, and women are on the top floor in a variety of quads, triples, doubles and single rooms. This staff works together with the Guild staff as a team. This building has air-conditioning.
  - Scheele – Total occupancy of 312 women on four floors. This building houses members of VU's six national sororities and independent women.
  - Wehrenberg – Total occupancy of 256 students on four floors. Men live on two floors and women on two floors. Two RAs share responsibility for three wings. This building has air-conditioning. This building is also usually open during University break periods.
  - The Uptown East – Total occupancy of 132 students in two, three, or four person "suite-style" furnished apartments. These apartments include private bathrooms for each bedroom, a washer and dryer in each unit, and a kitchen. Not available to first year RAs.

**It is crucial that you take the time to read through all of the information included in this packet. You are responsible for familiarizing yourself with the job responsibilities and expectations of a Resident Assistant.**

A completed application consists of a completed "Employment Application," answers to the "Discussion Questions," and three "Recommendation for the Position of Resident Assistant" sheets. Applicants may be denied an interview if the eligibility qualifications stated above are not met or if the application is incomplete.

If you have any questions about the Resident Assistant position or the selection process, feel free to contact me at ext. 6007 or email me at [Daniel.Schraeder@valpo.edu](mailto:Daniel.Schraeder@valpo.edu). Thank you again for your interest, and good luck to you throughout the selection process.

Daniel Schraeder  
Residential Learning Coordinator  
Staff Recruitment and Selection Committee



# Resident Assistant Duties and Responsibilities

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## Departmental Mission Statement

The Office of Residential Life works to provide safe and comfortable living and learning communities. We intentionally design programs, services, and leadership opportunities to foster an environment conducive to achieving academic goals, personal growth, and the development of community.

## Overview of Position

Valparaiso University firmly believes that living in a residence hall provides students with a learning experience that integrates and complements the more formal educational activities of the classroom, laboratory, studio and stage. The role of the Resident Assistant is to help create and facilitate an environment of student learning in the residence halls, through planned and intentional educational outreach programs, as well as through informal activities. As a campus leader and role model, the Resident Assistant position provides an opportunity to observe and correct undesirable behavior while teaching new skills in problem solving, decision making, and critical thinking; to assist students in taking responsibility for their actions; to orient students to college life and aid in their emotional and academic adjustment; and to help students develop individual social skills.

## Qualifications

Must be in and maintain good social and academic standing with the University. Applicants must have a full-time student enrollment status with a minimum 2.3 cumulative GPA to apply and obtain no lower than a 2.0 semester GPA throughout employment. Applicants must have resided in a Residence Hall at least two full semesters prior to the start of employment. First-Year students can only apply for Fall Resident Assistant positions.

*The responsibilities of the Resident Assistant position include, but are not limited to the following:*

## Personal

1. RAs function as positive role models at all times by setting an example for students in terms of conduct, appearance, and manner. This includes activities which occur on University property as well as off-campus. It is expected that all RAs will conduct themselves in a manner that reflects the philosophy and tradition of the Office of Residential Life and Valparaiso University.
2. RAs must be open-minded and respectful of other people's values and beliefs.
3. RAs must practice balance and time management with all activities. The Resident Assistant position is the primary out-of-class responsibility for all Resident Assistants, second only to academics. Any outside commitments including additional employment, participation in clubs, organizations, pledging fraternities/sororities, etc. that would necessitate more than 10 hours a week (especially during evening hours) must be pre-approved by the Resident Assistants supervisor (Residential Learning Coordinator). RAs that are student teaching, completing an internship or practicum experience, or participating in an intercollegiate sport are not permitted any additional hours outside of their RA position for the semester(s) that are affected.
4. RAs are responsible for knowing and abiding by all policies, rules, laws, and regulations that are specified in The Student Guide to University Life, and the Resident Assistant Manual.

5. RAs are responsible for working as a scheduled Desk Attendant for the first semester until desk attendants are hired and trained. This generally does not necessitate more than a week.
6. RAs are permitted two weekends (5 nights total) per month away from campus with the approval of their Residential Learning Coordinator. No more than one-half of the staff may be gone on any given weekend. You are expected to be back in your residence hall/apartment by 2 a.m.

## **Leadership/Advisory**

1. Demonstrate leadership that encourages growth in community awareness and individual development.
2. Serve as a community leader who facilitates an environment conducive to student learning and academic achievement.
3. Advise and assist students, when appropriate, with academic, personal, social, and other concerns.
4. Be knowledgeable concerning referral resources such as counseling services, medical attention, security, etc.

## **Community Development and Programming**

1. Be available, accessible and visible to students on a regular basis.
2. Attend and participate in floor and/or community meetings and programs.
3. Encourage and maintain open communication with the RLC and other building RAs about community issues concerning groups of people or specific individuals.
4. Develop and promote a community that promotes a healthy living environment and encourages respect for individuals and property.
5. Working in coordination with the RLC and other building RAs and in collaboration with other internal and external resources, implement a developmental programming plan for the community. This plan is outlined in the department's programming model and includes a minimum of three (3) educational programs per RA per semester.
6. Develop, implement, and encourage social-based community development programs within each floor community. This is also outlined in the department's programming model and includes a minimum of one (1) social program a week for the first six (6) weeks of the Fall semester and a minimum of one (1) social program a week for the first three (3) weeks of the Spring semester. A minimum of one (1) social program per month per RA following the initial period semester is also required.
7. Will create door tags for residents in the rooms at the beginning of each semester.
8. Will change an assigned bulletin board once per month as determined by the RLC.
9. Work with individual residents and residence hall groups in developing academic, cultural, volunteer service, and other educational programs within the residence hall.
10. Develop relationships with faculty members to promote their presence and involvement in residence hall life.
11. Actively promote campus events and programs through advertising and attendance.
12. Maintain regular and on-going contact with residents on the floor in order to develop positive relationships.
13. Promote a community atmosphere among residents that promotes a spirit of mutual respect and concern for all.
14. Promote an appreciation for multiculturalism and diversity through programming and community development.

## **Administration**

1. Reside and be present on the floor, especially in the evenings and on ordinary weekends throughout both semesters, to assist the community as needs arise. Residential Learning Coordinators will establish expectations for RAs in their particular communities for the number of hours the RAs are expected to be on their floors & present to their residents (outside of standard duty times & responsibilities). Typically, this expectation will be at least 10 hours per week.
2. Attend and participate in all training and staff development workshops and seminars. This includes any training, certification testing, and/or educational requirements as specified by The Division of Student Affairs and The Office of Residential Life.

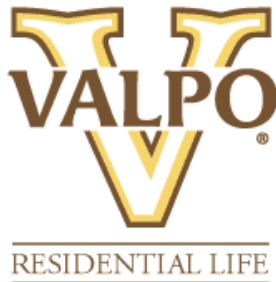
3. Perform duties assigned by the Office of Residential Life including, but not limited to, assisting with the formal procedures for opening and closing the residence halls each semester and during university breaks, investigating reports of damage in the hall, distributing resident room keys, processing room condition reports and room leases, following check-in/out procedures, (including inspection of rooms at the beginning and end of the school year and whenever the occupants of a room change), etc.
4. Enforce, interpret, and explain University regulations and policies to individuals and student groups.
5. Confront and document student behavior which violates VU policies and procedures.
6. Duty Responsibilities. RAs assume hall duty approximately twice a week. The RA is on duty from 7:00pm to 7:00am. The RAs will conduct regular rounds of the building during their hall duty. The number of building rounds during a typical duty night must be at least three (3); with the last round occurring after visitation hours for the building has expired. These rounds are designed to positively interact with residents, to monitor for any VU policy violations, to check the condition of safety equipment (e.g. fire extinguishers), and to note and report any building-related damage due to vandalism.
7. Maintain necessary communication in all matters with the Residential Learning Coordinator and/or Assistant Coordinator.
8. Attend weekly staff meetings and regularly scheduled one-on-one meetings with the Residential Learning Coordinator.
9. Assist the RLC in the establishment and advising of various student organizations and committees in the residence hall (e.g. House Council, Judicial Board, etc.).
10. Participate in any collateral assignments that may be assigned to you by your RLC and/or the Office of Residential Life.
11. Participate in the evaluation of the Residential Learning Coordinator and one's own performance as a Resident Assistant.
12. Assist in the recruitment and selection process of new Resident Assistants.
13. Assist with the annual Room Selection Process.
14. Other duties as assigned.

### **Dates of Commitment** (subject to change)

1. **Resident Assistant Orientation (RAO)** – Arrival Saturday, August 15, 2009 by noon
2. **Thanksgiving Recess** – Close: Saturday, November 21, 2009, 3pm; Return: Sunday, November 29, 2009, 11am
3. **Semester Break** – Close: Sunday, December 20, 2009, 5pm; Return: Sunday, January 3, 2010, 10am
4. **Spring Recess** – Close: Saturday, February 27, 2010, 3pm; Return: Sunday, March 14, 2010, 11am
5. **Commencement and Hall Closing** – Departure: Monday, May 17, 2010, no earlier than 4pm.

### **Remuneration**

Minimum stipend of \$1400 per semester will be provided. A private room will be provided with a 25% discount off the current double room rate for the building to which you have been assigned (RAs working in apartment area(s) receive a flat rate room credit discount of \$1000/semester instead of the 25% discount).



**Valparaiso University  
Office of Residential Life**

*Resident Assistant Employment Application*

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Local Address \_\_\_\_\_ E-mail address \_\_\_\_\_

Major \_\_\_\_\_ Birthdate \_\_\_\_\_ Local Phone \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Total accumulated academic credits (including current Fall 2009 semester) \_\_\_\_\_

How many credit hours do you anticipate carrying during the Spring 2010 semester? \_\_\_\_\_

Do you plan on student teaching or participating in a Co-op for the Spring 2010 semester?  Yes  No

If a member of sorority, are you interested in being placed on your chapter's corridor?

Yes  No

If yes, what sorority are you a member of? \_\_\_\_\_

*Please note that indicating "yes" does not exclude you from being placed in another floor or area of campus*

Please list below any extracurricular activities, organizations, and any previous employment experience.  
For anticipated activities next year, please include time commitments for each.

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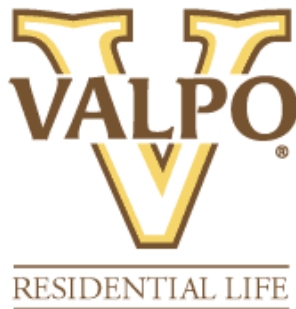
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**As part of the selection process you have the option of providing permission for the the selection committee to view your VU identification picture. Your picture will only be used for identification purposes. Please select if your VU identification picture can be viewed.  Yes  No**

(See discussion questions on back)



**Valparaiso University  
Office of Residential Life**

*Resident Assistant Employment Application*

**Discussion Questions**

Please answer the following questions. Complete this section without any outside assistance, and do not spend more than an hour on it. Please type your answers and be as thorough as possible.

1. In your own words provide a description of what you believe is involved in a Resident Assistant position. What qualities do you feel a great RA possess?
2. If you had to put on a educational presentation for the men/women that lived on your floor, what would it be and why? How would you try to maximize the attendance? What would you do to engage them in the presentation?
3. One of the primary functions of an RA is to develop community on his or her floor and in the building, in general. What kind of things have you seen that work/don't work to develop a community? Provide specific examples.
4. If you did not agree with a university policy and had to confront a student that was breaking that policy as a RA, how would you approach the situation?
5. What experiences have you had that make you a particularly valuable RA candidate? Please be as specific as possible.
6. Describe someone who has been a role model for you and why. How would you go about being a role model for others if you were hired as an RA?

Valparaiso University  
Office of Residential Life  
Recommendation for the Position of Resident Assistant

**TO THE APPLICANT:**

The Family and Educational Rights and Privacy Act (FERPA) of 1974 opens many educational records to the student's inspection. FERPA also permits the student to sign a waiver relinquishing her/his right to inspect letters of recommendation and other materials related to employment. Please check one of the statements listed below and sign where indicated:

\_\_\_\_\_ I waive my right to access of this form and other material connected to the Resident Assistant selection process.

\_\_\_\_\_ I do not waive my right to access of this form and other material connected to the Resident Assistant selection process.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO THE REFERENCE PERSON:**

(Applicant's Name)\_\_\_\_\_ has applied for the position of Resident Assistant in the Valparaiso University residence halls and has given your name as a reference. The role of the Resident Assistant is to help create and facilitate an environment of student learning in the residence halls that integrates and complements the more formal educational activities of the classroom, laboratory, studio, and stage. The Resident Assistant accomplishes this through planned and intentional educational outreach programs, as well as through informal activities. As a peer educator and role model, the Resident Assistant position provides an opportunity to observe and correct undesirable behavior while teaching new skills in problem solving, decision making, and critical thinking; to assist students in taking responsibility for their actions; to orient students to college life and aid in their emotional and academic adjustment; and to help students develop certain social skills and attitudes.

Your honest appraisal of this individual's qualifications and potential to succeed in the Resident Assistant position is greatly appreciated. **Please return this form directly to the applicant or mail to: Resident Assistant Selection, c/o Office of Residential Life, Valparaiso University, 1700 Chapel Drive, 121 Kretzmann Hall, Valparaiso, IN 46383. Reference forms are due no later than Friday, October 30, 2009.**

Name of reference person \_\_\_\_\_

Position/Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

\*\*\*\*\*

Please comment about your observations and perceived ability of the candidate in each area listed on the following page. Please consider the candidate's competency relative to the abilities of other students of similar standing.

Phone- 219.464.5413  
Fax- 219.464.5381  
Email- reslife@valpo.edu

INITIATIVE: The ease and vigor with which this person approaches a new situation.

Comments:

COOPERATIVENESS: The candidate's ability to work with others.

Comments:

ADAPTABILITY: The candidate's ability to adapt and adjust to new and evolving situations and work environments; ability to accept change and manage personal and organizational transitions.

Comments:

RESPONSIBILITY: The degree to which this person is dependable, reliable, and accurate in his/her work.

Comments:

COMMUNICATION SKILLS: The candidate's ability to express him/herself clearly and articulately, both orally and in writing.

Comments:

CULTURAL SENSITIVITY: The candidate's level of tolerance, understanding, and appreciation of cultural and other differences.

Comments:

EMOTIONAL STABILITY: The candidate's ability to manage emotional responses; even disposition and mood; ability to manage stress; and social adjustment.

Comments:

LEADERSHIP ABILITY: The degree to which this person functions effectively in a leadership role; ability to function as a role model and mentor for others; ability to gain respect, cooperation, and participation from members of a group.

Comments:

**Would you hire this person?**

\_\_\_\_ **Yes**

\_\_\_\_ **Yes, but with reservations**

\_\_\_\_ **No**

**ADDITIONAL COMMENTS/EXPLANATION:**

Reference signature \_\_\_\_\_ Date \_\_\_\_\_

Valparaiso University  
Office of Residential Life  
Recommendation for the Position of Resident Assistant

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Comments:

**Would you hire this person?**

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **Yes, but with reservations**

\_\_\_\_\_ **No**

**ADDITIONAL COMMENTS/EXPLANATION:**

Reference signature \_\_\_\_\_ Date \_\_\_\_\_

Valparaiso University  
Office of Residential Life  
Recommendation for the Position of Resident Assistant

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Comments:

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**ADDITIONAL COMMENTS/EXPLANATION:**

Reference signature \_\_\_\_\_ Date \_\_\_\_\_