

Capital University

Office of Residence Life & Housing

“It’s A World of Wonders in Residence Life”

2010-11 Resident Assistant Application Packet



Dear RESIDENT ASSISTANT Applicant:

On behalf of the Selection Committee, I would like to THANK YOU for your interest in the Resident Assistant (RA) position at Capital University. The Office of Residence Life & Housing provides a range of living environments that support students' academic, inter-personal, and spiritual growth and development.

Resident Assistants are advisors and role models who serve as an important link between students and the University. As a valuable and contributing member of the Office of Residence Life & Housing, the RA position at Capital University provides opportunities for leadership and development, both personal and professional. RA’s have the ability to influence and contribute to students’ experiences through the performance of vital functions such as establishing personal connections to individual students, assisting with personal and academic questions and concerns, developing educational programs and services, identifying counseling concerns, and interpreting and documenting violations of residence hall and other university policies. It is through the role of the RA that we develop cohesive and inclusive living and learning communities within the residence halls.

RESIDENT ASSISTANT APPLICATION

The Resident Assistant Application packet provides vital information:

- Guidelines and instructions for completing the application process
- A detailed job description and requirements (subject to change)
- Resident Assistant Application
- Reference Forms
- Course/activity schedule for SP ‘10

Please take the time to carefully review these materials. If you have any questions, I want to encourage you to contact the Office of Residence Life and Housing at 236-6811 or via e-mail at residencelife@capital.edu.

I would also strongly encourage you to take advantage of opportunities to speak with Residence Hall Coordinators, current Resident Assistants and/or central office staff members about the Resident Assistant position. The best applicants are those who make informed decisions!!!

Finally, please remember that *completed application materials are due to the Office of Residence Life and Housing by 5:00 p.m., December 2, 2009.*

Sincerely,
Terrence Brooks
Assistant Director, Residence Life & Housing

APPLICATION DEADLINE

Wednesday
December 2, 2009

Submit all application and other materials to the following:

Office of Residence Life & Housing
Campus Center

Resident Assistant Application CHECKLIST:

- Application
- Resume
- References
- Schedule



CAPITAL UNIVERSITY RESIDENT ASSISTANT JOB DESCRIPTION

Resident Assistants (RA) are paraprofessional staff members who serve as the principal student leaders for the residence halls. They are responsible for establishing and maintaining an atmosphere that promotes the educational, cultural and social development of residential students. RA's serve as role models who exhibit a positive attitude, inspire respect and civility, and possess a genuine interest and concern for a diversity of people and their experiences. The following responsibilities represent key functions of the RA position.

To foster and facilitate the growth and development of the student as a whole in the residential community setting as per the following:

Interpersonal

- Develop a rapport and maintain contact with all residents through programming, community development activities, and personal interaction.
- Be familiar with each resident's needs and concerns through proactive means such as regular conversations, daily rounds, and being aware of current issues affecting students.
- Keep Professional Staff informed of the needs, concerns, and activities of the residents through weekly staff meetings, individual meetings with your direct supervisor, and weekly reports .
- Conduct regular area meetings to impart information, build community, discuss issues, and assess community needs.
- Be familiar with all University offices and services for referral purposes.
- Know the University Student Code of conduct as outlined in the Student Handbook and residence hall regulations presented in the Housing contract and the Paraprofessional Staff manual.
- Know the procedure for handling violations of University and Residence hall regulations.
- Work as a member of the Office of Residence Life and Housing team through interaction with the staff members that is cooperative and supportive.
- Attend in-service training sessions as assigned.

Community:

RAs are responsible for actively assisting individuals, floor sections, the hall, other staff members and the Residence Hall Coordinator with continual assessment of programming needs and the successful implementation of programs and activities. This is done by doing the following:

- Assist in creating a positive, enthusiastic atmosphere in the residence halls, conducive to academic pursuits and social development.
- Develop and participate in programming as required by the RA position that will contribute and be beneficial to a living/learning environment. RA's will complete a designated number of programs each semester, with at least one each semester emphasizing diversity, and 1 building wide program for the year.
- Promote the establishment of a cohesive, self-regulating community environment through the development of self-knowledge, responsibility, and a sense of respect for self and others.
- Encourage the active involvement of residents in planning and implementing hall activities.
- Inform residents of policies, events, deadlines, procedures, and any other information pertinent to student life and the general functioning of the residence hall or Capital University.
- Confront all violations of policies promptly and consistently, follow-up appropriately to all emergency situations and assist outside agencies when requested to do so.

CAPITAL UNIVERSITY RESIDENT ASSISTANT JOB DESCRIPTION

Administrative

The smooth operation of the residence halls is dependent upon the collaborative and cooperative efforts of all staff members. RAs are called upon to provide administrative support, which is important to the operation of the hall. An RA is expected to:

- Complete applicable paperwork on time concerning incidents, confrontations, weekly reports, maintenance needs, etc.
- Attend all scheduled meetings.
- Assist the Residence Hall Coordinator with proper check-in and check-out procedures and with the opening and closing of the building
- On duty responsibilities: During designated duty nights and weekends, the RA must be present in the Residence Hall from 8p.m. to 8a.m.
- Resident Assistants are required to attend training and in-services throughout the year.
- General availability: RAs are expected to be in their residence halls and available during days/evenings other than when on duty.
- Responsible and appropriate uses of keys. Misuse of keys will result in disciplinary action.
- Responsibility to respect and maintain the confidentiality of residents, situations, and/or campus incidents.

Terms of Employment

- Applicants and/or employees must be en-rolled full time in an undergraduate degree program
- Maintain a cumulative GPA of 2.5 and be in overall good academic standing.
- Limited off-campus employment: RA's are limited to up to 20 hours a week for employment located outside of the University. Those hours of employment must fall between the hours of 7a.m. and 9 p.m..
- Abide by all Capital University Student Code of Conduct policies and regulations, as well as the Local, State and Federal Laws.
- Attend and participate in a mandatory pre-semester training programs in August and January. These dates will be determined and communicated at a later date.
- Applicants must have been enrolled for at least one semester at the University before being hired to become Resident Assistant.
- Other duties as assigned by Professional Staff members of the Office Residence Life and Housing.

Benefits/Compensation

- Development of personal and life-long relationships with students, staff and faculty members.
- Personal and professional growth and development.
- Remuneration for full room paid for each semester; RA's will receive a double as a single room as part of their overall compensation.
- RA's receive an opportunity to purchase a S-lot parking pass for convenient parking.
- Stipends are provided for each year as a RA.
- RAs are eligible for EARLY REGISTRATION on the first day of registration each semester.

Selection Process

Guidelines and Instructions

The Selection Process is very challenging and affords applicants a variety of ways to convey their interests, competencies and skills for the Resident Assistant position. The process includes the following activities:

Application, & Resume

Completed application materials will be accepted in the Office of Residence Life and Housing located in the Campus Center, until 5:00p.m, December 2, 2009. Please print clearly on your application. On a separate sheet of paper, please answer each of the questions individually, using 1 inch margins and 12 point, Times New Roman font. For assistance, consult the Career Development webpage at www.capital.edu/CareerDevelopment and click on the “Career Booklets” link in the upper left hand corner.

References

Each applicant must provide **3 written references**. Please use the forms provided. References should be from professors, advisors, coaches, Resident Assistants, or other professionals. At least 2 of your references must be a Capital University faculty, staff, or student (Please note that no relatives can serve as references for this process). Please select references that can best comment on your leadership skills, interests, and abilities. *Please note that the Director of Residence Life and Housing, the Assistant Director of Residence Life and Housing, and Residence Hall Coordinators are not able to serve as references, as they will be a part of the interview processes.*

It is your responsibility to make sure that your completed application is submitted to the Office of Residence Life staff by 5:00 p.m. on Wednesday, December 2, 2009. No late applications will be accepted.

Pre-Screening

All application materials will be initially screened based upon the following:

- Minimum required GPA of 2.5
- Quality and required completed materials
- Student Conduct records will be examined. Applicants must have no formal record of serious (alcohol or substance abuse, vandalism, security violations etc.) disciplinary violations between January 2008 and the date of application.

Applicants who do not meet these basic requirements may be screened out of the process , and will be notified in writing by the Office of Residence Life and Housing.

**Selection Process
Guidelines and Instructions**

Resident Assistant/Leadership Workshop (1st through last week in February):

Each RA candidate will be required to attend and participate in the Resident Assistant/Leadership Workshop. The workshop focuses on understanding the mission of the Office of Residence Life and Housing and provides general leadership skill development to assist with the performance of the RA position. The workshop introduces the roles of professional and paraprofessional (student) staff, enhancing awareness of current social trends and issues, related student development theories, and diversity.

Individual Interviews:

At the completion of the group process workshop series each applicant is required to complete an interview with members of the Residence Life Staff. Interview times will be scheduled during your workshop meeting time. Please arrive at least 10 minutes prior to the start time for your interview. Dress is casual, however please remember that this is part of the application process. **Confirmations will be sent out about time and location of interviews during the week of February 22, 2009**

Notification

Applicants will receive written notification no later than March 17, 2010, regarding their status in the selection process.

It is important to remember that the RA selection process is competitive. The Office of Residence Life and Housing has worked diligently to create a fair and non-biased selection process. We recommend that all applicants prepare themselves to be the best possible candidate. Applicants are encouraged to visit Career Services for assistance with preparing for interview and selection processes.

If you have any questions, please feel free to contact the Office of Residence Life and Housing at (614) 236-6811 or by e-mail at residencelife@capital.edu. The Office of Residence Life & Housing Resident Assistant Selection Committee looks forward to meeting you during the process.

**Office of Residence Life & Housing
Resident Assistant Application**

First Name: _____ Last Name: _____

Class Year for 2010-2011 _____ Gender ____ F ____ M Date of Birth _____

CU Box Number: _____ Phone # _____

E-mail _____ Cap ID# _____

Major: _____

Have you ever been found to be violation of a University Policy? _____ Y _____ N

(If the answer is yes to the above question please provide an explanation of the violation on another sheet of paper)

Are there any academic commitments that you plan on participating in which would prevent you from committing to a full school year contract? (i.e. Study Abroad, Graduation, Internship, Student Teaching, etc.)

_____ Y _____ N

(If the answer is yes to the above question please provide an explanation on another sheet of paper)

Please list activities you plan to be involved in during the 2010-11 Academic Year: _____

Please briefly answer each of the following questions : (Please use Pt 12 Times New Roman Font and 1 inch margins)

1. Why are you interested in the Resident Assistant Position?
2. Please include three skills you possess that will assist you in the RA position, and list 3 areas three areas needing some personal growth. How do these skills relate to the RA position?
3. Please select something that has had an impact on you while in college and how you will apply what you've learned from that experience to your role as a RA.
4. Describe the Residence Hall community at Capital. What recommendations would you make to improve it?

By completing this application you are indicating that you would like to be placed in consideration for a Resident Assistant Position at Capital University.

Signature of Applicant

Date

**Office of Residence Life & Housing
Resident Assistant Application**

REFERENCE FORM

Applicant Name: _____

E-mail: _____

Reference Name: _____

Position: _____

Relationship to the Applicant: _____

Contact Number: _____

The above named student is applying for a Resident Assistant Position with The Office of Residence Life and Housing at Capital University. RAs provide an important link between students living in campus housing and the university. The RA position requires students to undertake a significant leadership role and a high level of responsibility. RAs must be able to work comfortably with the students in their area, with their fellow RAs, and with the Student Life & Services Staff. RAs must be able to encourage and stimulate new interests, thoughts, and activities among students in order to develop a sense of cohesion and community in their particular residence hall and across the university.

Please comment on any insights you have regarding their leadership abilities, their communication and helping skills, appreciation for diversity, time management skills, and ability to complete administrative tasks.

Please return this form to The Office of Residence Life and Housing, before 5:00pm on Wednesday, December 2, 2009.

	Unable to Evaluate	Highly Ineffective	Needs Improvement	Indifferent	Somewhat Effective	Highly Effective
Reliable/ Responsible						
Self-Motivated						
Communicates clearly						
Decision- Making Skills						
Concerns for Others						
Positive Role Model						
Ethics and Integrity						
Cooperative / Team player						
Leadership Abilities						
Maturity Level						
Adapts to New Situations						

Would you:(Please Circle) Recommend Recommend with Reservations Do Not Recommend

Please use the back of this form for any supporting comments.

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Maturity Level						
Adapts to New Situations						

Would you: (Please Circle)

Recommend

Recommend with Reservations

Do Not Recommend

Please use the back of this form for any supporting comments.

Signature _____ Date _____

Spring 2010 Schedule

The following schedule will be used to determine your workshop date and time. Please be sure to include all known commitments (i.e. classes, work, organization meetings, etc.). This schedule should outline all times in which you are unavailable to participate in the RA Leadership Workshop.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 am					
9:30 am					
10:00 am					
10:30 am					
11:00 am					
11:30 am					
12:00 pm					
12:30pm					
1:00 pm					
1:30 pm					
2:00 pm					
2:30 pm					
3:00 pm					
3:30 pm					
4:00 pm					
4:30 pm					
5:00 pm					
5:30 pm					
6:00 pm					
6:30 pm					
7:00 pm					
7:30 pm					
8:00 pm					
8:30 pm					