

Department of Housing and Residence Life

Resident Assistant Applicant Check List, Job Description, Application and Reference Forms

Please make sure your Resident Assistant application is complete by turning in the following:

Resident Assistant Application Check List:

- Complete Application with all questions and essay questions typed and submitted.
- Two completed Reference Forms
- Updated Picture of Applicant

LOOKING FOR THE ESSENTIAL INGREDIENTS Resident Assistant Selection 2012-2013

LEADERSHIP FACTS

Serving Size: **Looking for 40 Strong Candidates**

Students per Institution: 4,000 and counting

Amount Per Leader

	% Daily Value
Total Leadership	100%
Enthusiasm	100%
Dedication	100%
Responsibility	100%
Organization	100%
Creative Style	100%
Good Attitude	100%
Confidence	100%

Vitamins

Panther Pride 100%

Special Ingredients:

The Department of Housing and Residence Life is looking to hire some outstanding men and women, undergraduate and graduate candidates to fill leadership roles as Resident Assistants for the 2012-2013 term.

Department of Housing and Residence Life

Resident Assistant Description

The Purpose of the Position:

Resident Assistants (RAs) are an integral part of Residence Life. They are student staff members who have the most direct, constant contact and interaction with students. RAs are assigned to a residence hall floor of approximately 20-50 students. Their primary responsibility is to act as a facilitator for this residence hall community and to enhance the social, educational, spiritual, intellectual, physical, vocational, cultural and environmental development of each of their residents. The RA articulates for students the philosophy and policies of housing and the University. RAs represent housing and act as a role model for students. The five basic roles of the RA are 1) Community Facilitator/Programmer 2) Referral Agent 3) Team Member 4) Administrator, and 5) University Representative. The RA is responsible for reporting to the Hall Director/Graduate Assistant, the professional staff member in the residence hall. Any deviations from this description must be discussed with the supervisor and approved in writing by the Director of Residence Life.

Expectations:

1. The RA job starts a week early and end job duties a week late.
2. RAs are expected to be in good academic standing and maintain a minimum semester and cumulative grade point average of 2.50. If a Resident Assistant's semester and cumulative GPA falls below a 2.50, he/she will first be placed on probation and terminated for subsequent failure to achieve the minimum grades standards.
3. RA must complete the financial enrollment process of Clark Atlanta University.
4. RA will be placed in a residence hall and on a floor as determined by the housing department and may be reassigned at the discretion of the departmental staff during the academic year.
5. RA is expected to maintain ongoing communication with the Hall Director, fellow RAs, and central office staff.
6. RA will not be allowed to work beyond the RA job. Any employment, student teaching, internships, or other major responsibilities taking the RA out of the residence hall must first be discussed with the Hall Director and approved by Central Office Staff.
7. RA may not participate in an in-take process or join any outside organization without prior written approval of the Hall Director and Central Office Staff.
8. RA may not hold any position on Hall Government, Class Council, and SGA other than advisor or liaison, unless special permission is given by the supervisor and approved by Central Office Staff.
9. RA must remain in good standing judicially with the University.
10. RA is expected to act as a positive role model to represent housing and the University at all times (on-campus and off-campus).
11. RAs' are required to work at least 20 hours per week. RAs' will work more hours during high peak times such as check-in, check-out, and during incidents.
12. RA may not carry more than 18 hours of coursework per semester, unless he/she receives prior permission from Central Office Staff. RAs may be asked to drop classes in excess of 18-hour limit.
13. RA planning to be absent from campus overnight, must get prior approval from their supervisor. RAs are entitled to four weekends away from the hall per semester. Weekends will be arranged in consultation with supervisor. A weekend is defined as the period beginning 1p.m. on Friday and ending at 6p.m. on Sunday.
14. RA employment is expected to continue for one academic year-August through May. If the RA resigns before the end of his/her academic year, a letter explaining the circumstances will be kept in the RAs permanent file. All policies regarding residency requirements and breakage fees will apply. RA may be reassigned for a second year, upon the recommendation of the supervisor and the approval of Central Office Staff based solely on performance.
15. If a RA resigns or is terminated, a room assignment will be made in consultation with the supervisor and the Assistant Director. The room assignment will not be in a hall where he/she served as an RA, and under no circumstances will be on the same floor. The former RA is responsible for all related housing and/or meal plan charges.
16. If RA is terminated, the final appeal shall rest with the Director of Residence Life.

Responsibilities:

A. Community Facilitator/Programmer

1. Be available and accessible to the students on their floor and overall residence hall. RAs should plan weekly contact hours with students and post this information.
2. Know **all** of their residents by name within the first three (3) weeks.
3. Hold at least one floor meeting per month in consultation with floor officers in accordance with hall policies.
4. Assist students with personal, social and academic problems.
5. Respect and maintain appropriate staff and student confidentiality.
6. Assist in the development of an educationally supportive living environment on the floor by providing effective, educational activities for students and consistent monitoring of the floor environment.
7. Develop and implement (3) programs per semester based upon our new programming model DECALS (Diversity, Emotional, Community Service, Academics, Life Skills/ Leadership Development, Spirituality) to better reflect the vision and mission of the University and the department.

8. Consistently encourage personal responsibility on the part of floor members.
9. Welcome each resident at the beginning of each semester by providing floor and door decorations.
10. Participate and involve your floor in all orientation activities.
11. Involve faculty and staff members in floor/residence hall programs.
12. Actively support and encourage participation in Hall Government events.

B. Referral Agent

1. Report all emergencies and serious situations to your supervisor and appropriate offices.
2. Be familiar with all campus and community resources so you can assist residents with problems.
3. Act as a referral agent for student to different campus and community resources.

C. Team Member

1. Attend and participate in all staff training and in-service sessions.
 - a. Ra Fall and Spring training session
 - b. In-service training programs as provided by Residence Hall Staff and housing department
2. Attend all weekly staff meetings and contribute to the efficient functioning of the hall.
3. Help develop an RA staff community with Hall Staff, Public Safety, Facilities/Operations Staff, Housekeeping Staff, University Counseling Center, Religious Life, Center of Academic Achievement and all other staff who work in the building.
4. Display a positive attitude and be supportive of other staff members.
5. Participate in the recruitment and selection of staff members when applicable.
6. Complete other duties as assigned with a cheerful and willing attitude.

D. Administrator

1. Be assigned and available to work the following times during the opening and closing of residence halls as follows:
 - a. Fall Opening
 - b. Thanksgiving Break
 - c. Fall Closing
 - d. Spring Opening
 - e. Spring Break
 - f. Spring Closing
2. Assist with year-end closing activities. RAs are required to remain in their building until the building has been officially closed per staff guidelines.
3. Be available for special staffing assignments such as CAU Experience Week, Homecoming, Halloween, Founders' Day, Convocation, etc. to meet the needs of your residents and the building community.
4. Participate in a weekly and weekend building duty rotation. Duty coverage has been predetermined according to departmental guidelines and posted on a schedule established by the supervisor.
5. Complete in a timely fashion administrative task such as check-in updates, check-out updates, room inventory reports, maintenance request, cluster reports, surveys, behavioral complaints, and other tasks as assigned by supervisor and department.

Compensation:

RAs receive a room, the Panther Gold meal plan (when dining services are in operation), and a \$100 Panther Paw dollar per semester. RAs are not authorized to work outside employment nor have major outside obligations (see Expectations 6-8). Please note that the compensation package for the RA position is considered financial aid and may affect your financial aid package.



Office Use Only

Semester GPA: _____
Overall GPA: _____
Judicial History: Y N

Department of Residence Life Resident Assistant Application

Directions: Type or print legibly on the application. The completed application and reference forms should be return to the Office of Residence Life Kregse Hall 308 or via email to Residencelife@cau.edu. Completed Resident Assistant applications are due no later than **Tuesday February 7, 2012 by 5:00pm.**

Be sure to include a picture of yourself with your application packet.

PERSONAL DATA

Name: _____ ID#: _____

CAU Email: _____ Alternate Email: _____

Gender: Male _____ Female _____ Classification: _____ Date of Birth: _____

Present Address: _____ Current Cell Phone #: _____
(Street/city/state/zip code)

Permanent Address: _____ Permanent Phone #: _____
(Street/city/state/zip code)

GENERAL INFORMATION

Have you ever lived in a residence hall before? _____ How many years? _____

List the hall(s) _____

Have you ever been a Resident Assistant? _____ When? _____

Reason for leaving: _____

What is your major? _____ What is your Cumulative GPA? _____ (2.5 GPA required)

Please answer ALL five questions and type responses on a separate sheet of paper

1. Why are you applying for the Resident Assistant position?
2. Do you have any special motivations for pursuing this position?
3. What special talents or skills do you hope to bring to this job?
4. What experiences have you had, if any, that has helped you prepare for the position?
5. Please list any extracurricular activities you are and will be involved in.

Please answer two of the four questions listed below. Responses should be limited to one page total for both questions

- ◆ Define leadership and how leadership defines you.
- ◆ What are your objectives as a future Resident Assistant? How will this position enhance or compliment your life?
- ◆ In what ways are you a role model, and how will you incorporate your vision into your Resident Assistant position?
- ◆ What is your major and how do you plan to impact others through your career?

Along with this application, we require that you submit two letters of recommendations. **ALL Residence Life staff excluded.**

_____ please check if you waive your right of access to your recommendation forms.

Note: By signing below, you are giving permission to the Department of Residence life to verify your grade point average, as well as check your judicial status with the Dean of Student's Office.

Signature: _____ Date: _____

Department of Housing and Residence Life

Resident Assistant Application Reference Form

(Reference form must be completed by **CAU staff or faculty**. Residential Life Staff are excluded.)

Applicant (printed) _____
(First Name) (Last Name)

According to the Family Educational and Privacy Act, a student has access to his/her official records. The applicant may retain the right to access his/her file by signing the line below. If applicant signs here, he/she has the right to read this reference.

Authorization of Waiver _____
(Signature) (Date)

**Please evaluate this applicant and return this form directly to:
 The Department of Residence Life, Kresge Hall 308 or by fax to (404)880-8350
 Reference Forms are due no later than February 7, 2012.**

Your input is valuable in our selection process, thank you for your time and honest response.

Rating & Category	1- Poor	2-Fair	3- Average	4- Above Average	5- Excellent
Communication:					
Taking Initiative					
Organizational Skills:					
Openness to Feedback					
Ability to work with others:					
Ability to work with diverse groups:					
Dependability:					
Creativity:					

Using the following scale to evaluate this applicant (feel free to include additional comments on the back of this form):
 How long have you known the applicant? _____

In what capacity do you know the applicant? _____

Overall Evaluation (Choose one)
 Highly Recommend Recommend Recommend with reservations Do not recommend
 Comments supporting overall evaluation: _____

(Signature of Evaluator) (Date)

Name of Evaluator (printed) _____
 Position of Evaluator _____

(This reference form must be returned by the reference, not the applicant.)
 Department of Residence Life, Kresge hall 308 (404)880-8350 Fax

Department of Housing and Residence Life

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