RESIDENT ASSISTANT APPLICATIONS FOR SPRING 2016

Please carefully read the instructions and fill out the Resident Assistant Application in its entirety. The Resident Assistant job description is attached for your knowledge.

Step 1: The application is due Wednesday, November 11th by 4:00pm in the Student Housing Office, room 128 of Pontchartrain Hall North. Please hand in the following:

- Application
- 2 letters of recommendation (Forms are provided)
- Current resume
- Copy of your unofficial transcript

Step 2: Be sure to attend 1 RA Informational Session! It is required that you attend one (1) session. They will be held:

- **Informational Session I:** Wednesday, October 14th
  - Pontchartrain Hall North 4th Floor Lounge 4:00pm

- **Informational Session II:** Monday, October 19th
  - Pontchartrain Hall North 4th Floor Lounge 3:00pm

- **Informational Session III:** Tuesday, November 3rd
  - Pontchartrain Hall North 4th Floor Lounge 10:00am

Step 3: Resident Assistant Group Interview Process

Group Interviews will be held on Sunday, November 15th. It is required that you attend the group interview session in its entirety to be considered for the Resident Assistant position.

- **Sunday, November 15th** from 12pm – 4pm; Education Building 103
- **Week of November 16th – 20th:** Formal interviews will be scheduled accordingly
RESIDENT ASSISTANT JOB DESCRIPTION

POSITION OVERVIEW

A Resident Assistant (RA) is a student employee by the Department of Student Housing to live in a residence hall and work as part of a staff team in order to build a positive living and learning environment and community experience for residents. An RA serves as a liaison between the residents of the community and the Department of Student Housing. The RA reports directly to the Area Coordinator (AC) and the Director of Student Housing.

An RA is expected to know the residents in his or her community on a personal basis and to advise individuals and groups of residents on academic and personal matters. Each RA is expected to create and encourage activities and programs that enhance community and meet residents’ personal and academic needs. The RA serves as a role model for students in every aspect of a student’s university experience and is expected to know various campus resources available to students.

Resident Interaction and Development:

- Meet residents’ individual development needs. Develop positive, appropriate interpersonal relationships with each resident. Serve each individual resident with care, humanity, respect, and efficiency.
- Initiate and maintain contact with each resident throughout the semester. Introduce residents to each other, facilitate connections among residents, and help residents develop healthy interpersonal relationships among themselves.
- Serve as a referral source for campus services to residents. You must be ready to advise and support residents with their issues, if needed.
- Promote an atmosphere conducive to learning and academics; serve as an academic role model and guide residents in creating and maintaining an atmosphere conducive to study and learning.
- Understand, abide by, and serve as a role model for all University and Residence Hall policies and procedures in word and action.

Community Development and Development:

- Demonstrate personal investment for community development by anticipating student needs and taking appropriate action to meet those needs.
- Foster an environment that actively values the dignity and self-worth of all members of the community, promoting an atmosphere accepting of diversity and different lifestyles.
- Encourage residents to create a sense of identity on their floor, positively enforce policy and influence activity on their floor. Involve residents in planning and conducting programs/activities that meet their personal and academics needs.
- Conduct floor meetings and formulate community standards necessary for the establishment of an environment characterized by involvement, mutual respect and academic success. Uphold these agreements in resolution of community problems.
- Recruit residents to represent your community and foster and promote positive living within the residence hall. You and your recruited residents will also take an active role in the Residence Hall Council Board, to address the needs of the residents living in the residence hall.
• Support Residence Hall Council by assisting floor representatives in initiating and coordinating community activities. You must also be knowledgeable of the Hall Council members and their activities.

• RAs that are elected to govern the Affinity Housing Wings must support residents by:
  
  ➢ Making connections with affiliated student organizations and faculty/staff members of affiliated departments or colleges; and actively inviting them to participate in co-curricular activities. This is achieved through programming initiatives and informal meetings and gatherings with students residing on the affinity housing wing.
  
  ➢ Linking hall/community programs and activities to the affiliated student organizations and faculty/staff members of affiliated departments or colleges missions, materials, goals, classes, and learning objectives.
  
  ➢ Serving as a liaison between the affiliated organizations and departments and the residents of the residents of the affinity housing wing.
  
  ➢ Creating an atmosphere that demonstrates the mission of the appointed affinity housing wing. This is achieved by, but not limited to:
    ▪ Door decorations being created once a semester and as new individuals enter the community.
    ▪ Bulletin boards being decorated and completed monthly, with a specific focus or theme.
    ▪ Completing thorough community walks in order to interact with the residents of your community.
    ▪ Upholding all other job duties and responsibilities stated within the RA job description.

**Staff Collaboration and Administrative Duties:**

• Represent and support the University and the Department of Student Housing positively in all interactions with students, residents, faculty, staff, parents, and guests.

• Work as part of a residence hall staff member and actively support other staff members’ efforts.

• Must work four (4) hours of front desk duty per week.

• Must have 4 hours of “in-hall” time per week. These duties are assigned, but not limited to: Creating an “open door” atmosphere on your assigned floor by allowing residents to visit your room; perform a passive program that allows you to have some form of interaction with the residents of your floor/community.

• Report directly to the Area Coordinator (AC), as well as fulfill all duties as assigned by the AC. Provide reliable, responsible, and responsive assistance to your AC and Director of Student Housing, as well as other staff members.

• Prepare the necessary reports and forms outlined during the RA staff training and/or others that are functional within the department.

• Inform the Area Coordinator and/or Director of Student Housing of all problematic situations or concerns that occur in the residence halls.

• Maintain confidentiality and uphold an oath of staff ethics at all times. Confidentiality must be observed for all problems and situations discussed in staff meetings.

• Attend all weekly staff meetings and all other meetings deemed necessary by the Department of Student Housing.

• Perform several nightly duty walks and one morning walkthrough prior to their duty ending. The RA will be responsible for responding to all emergencies and resident requests during their duty.

• Check mailboxes and emails on a daily basis.
• Provide assistance in fire drills/emergencies, floods, hurricanes, power outages and other building procedures as required by the Department of Student Housing.

• Post signage, posters, and flyers in a timely manner. Bulletin Boards must be kept up to date. Use bulletin boards to disseminate information as well as educate.

• Perform additional administrative duties as assigned, but not limited to:
  ▪ Completing RA weekly/bi-weekly reports
  ▪ Submitting program proposals
  ▪ Updating room rosters and performing room inspections
  ▪ Distributing information to residents in an effective manner
  ▪ Completing incident reports, conducting residence hall tours
  ▪ Participating in check-in and check-out procedures, checking and
  ▪ Responding to emails and phone communication, etc.
  ▪ Complete all work and assigned tasks in a timely, efficient, accurate, and organized manner.

• Be knowledgeable of departmental and university policies, procedures, and resources including, but not limited to: the mission, vision, and values of the Department of Student Housing and the University of New Orleans’ community.

**Student Conduct and Crisis Management:**

• Be a role model and demonstrate positive behavior. Be knowledgeable and abide by community expectations and University and Departmental policies including, but not limited to those found in the Code of Student Conduct, the Resident Handbook, and Residence Hall Housing Contract.

• Advise residents of and encourage adherence to the Code of Student Conduct, the Resident Handbook, and Residence Hall Contract.

• Demonstrate responsible decision making, communication (including social media), problem solving, and follow-through skills.

• Recognize and respond promptly to individual crises, emergencies, and discipline matters with promptness, dependability, and in a manner that shows care and consideration for individual needs and differences.

• Utilize appropriate referral resources. This includes following all established on-call and crisis protocol in a timely and efficient manner as established by the Department of Student Housing and supervisory expectations, appropriately documenting situations, and following up post-incidents.

• Maintain confidentiality with regards to policy violations and student behavioral concerns as directed by the Department of Student Housing, University policy, and the Family Educational Rights and Privacy Act (FERPA).

• Serve in an on-duty rotation within your assigned community. On-duty coverage is provided daily, including university holidays.

• Keep the Area Coordinator and Director of Student Housing informed of all issues of concern related to crisis or behavior in your assigned community.
• Consult with the Area Coordinator and Director of Student Housing for resolving concerns, especially those of an ongoing or complex nature.

• Must be alert of repairs needed throughout the entire residence halls. They must promptly complete work requests for needed maintenance and repairs.

• Be aware of the cleanliness of the residence halls and play an active role in ensuring that the halls remain in good condition.

**Other Departmental Responsibilities:**

• Provide assistance to other employees of the Department of Student Housing and other university employees and officials performing certain administrative duties as deemed necessary by the Department of Student Housing.

• Participate in the selection of new professional, paraprofessional, and student staff.

• Read and maintain a working knowledge of the current job procedures and other materials provided by Residence Hall information or education.

• Assume any other responsibilities as assigned by the Area Coordinator and/or Director of Student Housing.
BIOGRAPHICAL INFORMATION

Name ____________________________ ____________________________

Last First Middle Initial Student ID Number

Permanent Address ______________________________________________________

City __________ State______ Zip_______ Phone: ____-____-_______

E-Mail Address ______________________________________ Please Mark □ Male □ Female

FALL 2015 Status: FR SO JR SR Major ______________ Cumulative GPA ______

Are you interested in becoming an Affinity Housing RA?

☐ Yes ☐ No

Anticipated date of graduation (month/year) __/____

Current Residence Hall ______________ Room/Apt _____ Mailbox # _____ Extension _____

Cell Phone Number ________________ Past Residence Hall(s) ________________ # of Semesters living on campus ______

RECOMMENDATIONS

Enclosed with this application are two recommendations that must be returned to complete your file. Please list below the individuals to whom you gave recommendations. **Recommendations should not be friends, family members or current RAs.**

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<th>Position</th>
<th>Company</th>
<th>Dates of Employment</th>
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**PAST CAMPUS INVOLVEMENT**

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<th>Position</th>
<th>Organization</th>
<th>Dates of Involvement</th>
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**FUTURE CAMPUS INVOLVEMENT**

Please indicate your _anticipated_ time commitments during the academic year. Indicate the _Hours per week_ in the space provided.

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<th>_________ Music/Drama</th>
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<td>_________ Orientation Leader</td>
<td>_________ Clinic Work/Labs</td>
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<td>_________ Armed Forces</td>
<td>_________ Student Government</td>
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<tr>
<td>_________ Other Please Specify:</td>
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*Please recognize that some leadership positions/activities may present time conflicts with the RA Position.*

**INTERVIEW PROCESS**

Part of the interviewing process is required participation in an informational session held by the Residence Hall Managers. Please mark one that you will attend or previously attended.

- October 14th Pontchartrain North 4th Floor Lounge 4:00pm – Informational Session I
- October 19th Pontchartrain North 4th Floor Lounge 3:00pm – Informational Session II
- November 3rd Pontchartrain North 4th Floor Lounge 10:00am – Informational Session III

*Please note that you must have attended one of these sessions in order to be granted participation in the group interviews. Group interviews will be held during the following weekday, after the selection period.*

Sunday, November 15th – 12:00pm-4:00pm  
Monday, November 16th – 20th (Formal Interviews)  
*(Locations of the interviews are to be announced.)*

**UNIVERSITY ACADEMIC & CONDUCT STATUS AUTHORIZATION**

I grant permission to the Department of Student Housing to do a GPA and Student Conduct Record Check for the purpose of verifying my class standing, semester and cumulative GPAs, and current Judicial Conduct Status.

Signature__________________________________________ Date________________________
Questions & Essay

*Essays are to be typed and double spaced. Please be sure to answer questions in a clear and concise manner.*

**Part I**

**Please answer all of the following questions on a separate page.**

A. Concisely state why you are applying for this position and what you hope to contribute.

B. The Department of Student Housing believes that your position as a Resident Assistant is *priority over everything* (i.e. work, extra-curriculum activities, student organizations, etc..) except your *higher education at this institution*. Do you agree and why?

C. Describe one program you would like to plan next year. Include a program title, brief description, goals of what you plan to achieve by having the event and other details you feel that are relevant.

**Application Signature**

To the best of my knowledge, the facts set forth in my application for employment are true and complete. I have read and understand the job description and the terms of employment. After my first semester of RA experience, I understand that I may hold outside employment of **NO MORE THAN 10 HOURS** depending on my GPA and work history with prior written approval of my supervisor.

I understand that I must maintain at least a 2.50 cumulative GPA and at least a 2.00 semester GPA throughout my employment as a Resident Assistant. I am also submitting this application with a current GPA of at least 2.50. Additionally, I understand that I need to be in good conduct standing with the University of New Orleans’ Department of Student Housing both at time of signature and throughout the duration of employment. Furthermore, I understand that I am required to attend the mandatory training sessions as assigned throughout my tenure as a University of New Orleans Resident Assistant.

Signature: ___________________________________________  Date: ________________
Resident Assistant Application Reference

RA Applicant’s Name

Reference’s Name

Reference’s Position

Reference’s Relation
to Applicant*

*References should not be from friends, family or RAs

This Section to be completed by Applicant:
(Please check a box, sign and date)

☐ I retain my right to review this reference after it has been completed.

☐ I voluntarily give up my right to review this reference after it has been completed.

__________________________  _________________________
Signature of Applicant      Date

Reference Form for the Resident Assistant Position:
Thank you for agreeing to provide a reference for this RA Candidate. Your input is a valuable contribution and will help us identify qualified candidates for this challenging and rewarding position. Please respond by placing the appropriate response in the space provided before each statement. Space is provided between each question so that you may explain your response or add information you think necessary. Additionally, space is given at the end of this form to provide a summary statement about the candidate. Please be as specific as possible in your comments. The key for marking items is as follows:

SA = Strongly Agree/Always acts in this manner
A = Agree/Often acts in this manner
D = Disagree/Seldom acts in this manner
SD = Strongly Disagree/ Rarely acts in this manner
NA = Not Applicable to my experience with this applicant

Openness and Self-Disclosure

_____ 1. The applicant reacts positively to constructive criticism

_____ 2. The applicant recognizes his/her limitations and seeks assistance with situations that are beyond his/her skill level.

_____ 3. The applicant can easily admit mistakes he/she has made.
Commitment to Work

4. The applicant has the ability to persistently work towards a long-range goal while maintaining a positive attitude.

5. The applicant can recognize the importance of “means” as well as “ends” when working on a task.

Helping and Interpersonal Skills

6. The applicant allows others to finish relating their thoughts rather than interrupting them to relate his/her own personal experiences.

7. The applicant can be trusted with confidential information.

8. The applicant understands other peoples’ emotions and knows how to deal with them in an appropriate way.

Group Involvement

9. The applicant is not overly dependant on others (like friends, a significant other, employer, etc.)

10. The applicant can be a leader when necessary or appropriate.

11. The applicant can be a follower when necessary or appropriate.

12. The applicant knows when it is appropriate to lead and when to follow.

Objectivity

13. The applicant can handle having his/her attitudes, friends, values and ideas questioned.

14. The applicant does not equate authority with always being right.

15. The applicant does not try to impose his/her personal beliefs on others.

16. The Applicant is receptive to other peoples’ lifestyles, cultural differences, etc.

Summary Statement
Please comment on this applicant’s strengths and limitations that have not already been addressed.

Please check the statement that most closely fits your assessment of the applicant:

☐ Highly Recommend  ☐ Recommend  ☐ Do Not Recommend

Signature of Reference: ___________________________ Date: _____________