Dear RESIDENT ASSISTANT Applicant:

On behalf of the Selection Committee, we would like to THANK YOU for your interest in the Resident Assistant (RA) position at Capital University. Residential Life provides a range of living environments that support students' academic, interpersonal, 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 Residential and Commuter Life Office, 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 with 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.

Please take the time to carefully review these materials. It is important to remember that the RA selection process is competitive. The Residential and Commuter Life Office has worked diligently to create a fair and non-biased selection process.

If you have any questions, we want to encourage you to contact the Residential and Commuter Life Office at 236-6811 or via e-mail at residencelife@capital.edu. We would also strongly encourage you to take advantage of opportunities to speak with current 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 Residential and Commuter Life Office by 5:00 p.m., November 21st, 2014.

Sincerely,

RA Selection Committee
Guidelines & Instructions
2015-16 Resident Assistant Application

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 items below:

| NOTE: All materials are due on or before November 21st, 2014 at 5:00pm to the Residential and Commuter Life Office, located on the ground level of the Campus Center. |

1. Biographical Information Sheet
   - Please print clearly or type the information as outlined on the Biographical Information Sheet

2. Questions
   - On a separate sheet of paper, please answer each of the questions individually, using 1 inch margins and 12 point, Times New Roman font.

3. Spring 2015 Schedule
   - Please submit a course/activity schedule for Spring 2015 for workshop placement consideration. Please mark out any times that you would be UNAVAILABLE for the Spring 2015 semester.

4. References
   - Each applicant must provide 3 references using 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). Select references who best can comment on your leadership skills, interests, and abilities.
   - Please note that professional staff members in the Residential and Commuter Life Office are not able to serve as references, as they will be a part of the interview processes.
Selection Timeline & Process

2015-16 Resident Assistant Application

November 21, 2014 - Completed Applications Deadline

- All materials are due on or before November 21, 2014 at 5:00pm to the Residential and Commuter Life Office, located on the ground level of the Campus Center. Materials must include:
  - Biographical information sheet
  - Completed responses to questions
  - Spring 2015 schedule
  - Three completed reference forms

November 21-24, 2014 - Pre-Screening

- All application materials will be initially screened based upon the following:
  - Minimum required GPA of 2.5
  - Completion and quality of application 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 2012 and the date of application.

November 24, 2014 - Notification of Status

- Applicants that meet the requirements as outlined above will be invited via email to attend a group process session. The email will detail the time(s) and date(s) of the session.
- Applicants who do not meet the basic requirements as outlined above may be screened out of the process and will not be invited to participate in the Resident Assistant Group Process selection

December 5, 2014 - Group Process 3pm, Ruff Learning Center room 102

- Candidates will attend one group process session facilitated by Residential and Commuter Life Office staff
  - This process is meant to show how candidates respond to difficult situations in a group setting
  - The goal of this process is to exhibit a group dynamic

December 10, 2014 – Notification of Status

- Applicants who have successfully completed group process will be invited via email to participate in the Resident Assistant Workshop
- Applicants who do not meet these basic requirements as outlined above may be screened out of the process and will not be invited to participate in the Resident Assistant Workshop.
January 12, 2015-February 13, 2015 – Resident Assistant Workshop

- Each RA candidate will be required to attend and participate in the Resident Assistant Workshop. The workshop focuses on understanding the mission of the Residential and Commuter Life Office 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.

- Class will be held 1 day per week, for 1.5 hours each week. Applicants will be placed into a class based on the information provided on your Spring 2015 Schedule.

January 24, 2015 – Leadership Workshop

- RA Candidates are required to attend the Leadership Workshop on January 24th, 2015. More details will be provided during the Resident Assistant Workshop.

February 16-19, 2015 - Individual Interviews

- At the completion of the workshop series each RA Candidate 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.

February 20, 2015 - Notification

- RA Candidates will receive written notification regarding their status in the selection process.
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. RAs 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.

Interpersonal

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

- Develop a rapport and maintain contact with all residents through programming, community development activities, and personal interaction.
- Promote an inclusive environment and work with a diverse population.
- 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, bi-weekly individual meetings with your direct supervisor, and weekly RA Reports turned in before staff meetings.
- Conduct regular area meetings to impart information, develop community, discuss issues, and assess 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 Residential and Commuter Life team through cooperative and supportive interaction with the staff members.
- Attend in-service training sessions. Staff members will be required to attend 5 total in-services during the academic year.

Community

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

- Assist in creating a positive, enthusiastic atmosphere in the residence halls, conducive to academic pursuits and social development.
- Develop and participate in programming that will contribute and be beneficial to a living/learning environment. RAs will complete 2 programs each month. At least 1 program each month must be educational.
- 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.
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 concerning incidents, confrontations, weekly reports, maintenance needs, etc. on time.
- Attend all weekly staff meeting and bi-weekly individual one on one’s with his/her staff supervisor.
- Assist the Area Director with proper check-in and check-out procedures and with the opening and closing of the building.
- Be present in the Residence Hall from 8p.m. to 8a.m during duty nights and weekends.
- Complete in-service requirements each semester.
- Complete a weekly report summarizing the week’s events, resident concerns, programming, personal concerns, etc.
- Be available and accessible in their residence halls during days/evenings other than when on duty.
- Use keys responsibly and appropriately.
- Respect and maintain the confidentiality of residents, situations, and/or campus incidents.

Terms of Employment*

- Applicants and/or employees must be enrolled full-time in an undergraduate degree program.
- Attend required staff meetings. Staff meetings will be held each Monday from 9:30pm to 10:30pm.
- Resident Assistants will be responsible for commitment to the position **FOR THE ENTIRE ACADEMIC YEAR (August 5, 2015 through May 8, 2016)** upon entering into this agreement. Failure to keep this commitment will result in the forfeiture of current semester stipend, fines, or the loss of additional compensation privileges.
- Maintain a cumulative GPA of 2.5 and be in overall good academic standing.
- Employment/Internship: RAs are limited to a maximum of 20 hours per week of employment/internship experience in addition to this position. When scheduling for additional work and/or practical learning hours must fall between 7a.m. and 9 p.m. and are subject to the approval of the Area Director.
- Leadership: RAs are encouraged to be engaged in the campus community. However, to ensure the success of the residential living experience, RAs are limited to holding up to 2 leadership positions within a student organization, group, or club. An additional leadership positions are subject to the advanced approval of the Area Director.
- Adherence to the Student Code of Conduct, University regulations, Residential and Commuter Life policies, local, state and federal laws are required in addition to overall good conduct standing with the university throughout the appointment.
- Attend and participate in mandatory pre-semester training programs in August and January. Fall training will begin **August 5, 2015; January training will begin January 7, 2016. No outside commitments may be held during training periods.**
- Other duties as assigned by Professional Staff members of the Office Residential and Commuter Life.

*capitalUniversity
Residential and Commuter Life*
Compensation

- Development of leadership and communication skills.
- 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; RAs will receive a private room as part of their overall compensation. (Private rooms will be dependent upon residential capacity needs and/or availability)
- Annual stipends will be provided to Resident Assistants as follows:
  - $400 for 1st year Resident Assistants
  - $650 for 2nd year Resident Assistants
  - $1000 for 3rd year Resident Assistants
- RAs are able to purchase S-lot parking passes for convenient parking, regardless of class standing.
- RAs are eligible for EARLY REGISTRATION on the first day of registration each semester.

*All dates are based on projected academic calendar. Any changes in the official academic calendar could alter the dates for training and the overall contracted dates of employment. An updated job description will be provided with the offer of employment.
Biographical Information
2015-16 Resident Assistant Application

First Name: ___________________________ Last Name: ___________________________

Class Year for 2013-2014 _____________ Gender _____ F _____ M Date of Birth _____________

CU Box Number: ___________ Phone # ________________

E-mail ___________________________ Cap ID# __________________

Major(s)/Minor(s): ___________________________

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 yes, please explain here ________________________________

Please list the Leadership Positions that you will hold during the 2015-16 Academic Year. This includes being a student athlete.

______________________________________________________________________________
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Please list the positions of Employment and/or Internships that you will be involved in during the 2015-16 Academic Year. Please include the name of the Employer, the location, and the number of hours you will work per week.

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Please list any other activities or involvements that you plan to be involved in during the 2015-16 Academic Year.

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_________________________________________ ______________________________
Signature of Applicant Date
Questions
2015-16 Resident Assistant Application

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 describe three skills you possess and three areas needing further development. 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 might apply what you’ve learned from that experience to your role as a RA.

4. Please describe how you would create a community that is inclusive and respectful of diversity.
Spring 2015 Class Schedule
2015-16 Resident Assistant Application

Please complete the graph below with your schedule for the spring semester. You should include classes, organization meetings, work, and any other known appointments you have. It is important that you mark out times that you are **UNAVAILABLE** to assist us in scheduling workshop times.

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Capital University
Residential and Commuter Life
Reference Form
2015-16 Resident Assistant Application

Applicant Name: ____________________________
Reference Name: ____________________________  Position: ____________________________
Relationship to the Applicant: ____________________________  E-mail: ____________________________

The above named student is applying for a Resident Assistant Position with The Office of Residential and Commuter Life 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 Affairs 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 the above referenced individual’s leadership abilities, communication and helping skills, appreciation for diversity, time management skills, and ability to complete administrative tasks.

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

Reference Signature  
Date

All materials are due on or before November 21st, 2014 at 5:00pm to the Residential and Commuter Life Office, located on the ground level of the Campus Center.
Applicant Name: ________________________________

Reference Name: ________________________________  Position: ________________________________

Relationship to the Applicant: ________________________________  E-mail: ________________________________

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________________________________________  __________________________
Reference Signature  Date

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Reference Form
2015-16 Resident Assistant Application

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Relationship to the Applicant: ____________________________  E-mail: ____________________________

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

Reference Signature: ____________________________  Date: ____________________________

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