Dear Applicant,

The Resident Assistant team is made up of student leaders who are dedicated to helping campus residents enjoy social and educational experiences as part of living in the J & W community. The Department of Residential Life is looking for those individuals who can be sensitive, understanding, organized, professional, creative, energetic, responsible and most of all, fun, to fill these positions.

As part of the Resident Assistant application process you will be given the opportunity to learn more about yourself, the Department of Residential Life and the University as a whole. In this packet you will find all of the information and criteria needed to complete the process.

Again, thank you for your interest. If you have any questions, please feel free to contact Shona Mitchell at (305) 892-7078. Best Wishes!

Sincerely,

Dr. Daniel E. Ofstein
Director of Residential Life
**REQUIREMENTS**

To be considered for selection as a Resident Assistant you must:

- Be in good academic standing and have a clear Student Conduct record with the University.
- Have a cumulative GPA of 2.75 or higher at the time of application and maintain such through period of employment with Office of Residential Life. For verification purposes, attach a copy of your academic transcript, available from Uconnect to your application packet.
- Have lived on campus for at least two full terms.

If selected for a Resident Assistant position you must:

- Return to campus in late August 2007 for Fall training. Specific date, time, and location information will be provided to candidates whom are offered positions.
- Maintain full-time student status, staff who drop below this requirement may lose their position.
- All new Resident Assistants will be required to take Resident Assistant Leadership Course (LD1001). This is a 1.5 credit course that will be of no cost to you. If you do NOT complete this course or you FAIL this course you will NOT be eligible to participate in the Resident Assistant program. This course runs at different times throughout the year. You will be scheduled to take it based on your start date.

Please note that the required time commitment also includes weekly staff meetings and monthly in-service trainings as assigned.

Other important working dates are as follows:

- November/December (Training sessions for new hires)
- Labor Day
- Columbus Day
- Thanksgiving Break
- Last Day before Holiday Winter Break in December
- Return early from Holiday Winter Break
- Martin Luther King Jr. Day
- Spring Break February
- Final Closing, staff leaves a day after building closes
- Independence Day July 4th (Summer Staff Only)

**RA POSITION SUMMARY**

Resident Assistants are on the front line of residence halls. RAs are student staff members selected by the department to work as leaders on their floors. They are hired to assist incoming students with the transition to college and independent living, as well as provide several avenues for students to express themselves and learn outside the classroom through creative programming. RAs are also charged with ensuring that residents abide by the regulations and policies set forth by the Department of Residential Life and the University.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

**Residential Life Responsibilities**

- Serve as a resource and role model to students; be accessible to students through regular contact
- Foster the development of a community characterized by consideration, respect and appreciation of others
- Promote the development of an environment conducive to academic endeavors and achievement
- Act as a referral agent, when appropriate
- Report emergencies and life threatening situations to Campus Safety & Security and professional staff member on call immediately
- Communicate and enforce University policies, including the Student Code of Conduct
- Investigate and document violations of University policy and Residential Life regulations
- Mediate roommate conflicts and arrange roommate living agreements, when necessary
- Utilize campus and community resources to develop and present quality Residential Life program offerings - educational, cultural, social, political and spiritual - that complement students’ academic and career pursuits

**Staff Responsibilities**

- Perform administrative duties as outlined in the Resident Assistant Manual
• Assist with recruitment, selection, and training of new Resident Assistants
• Perform front desk and on-call duty on a regularly scheduled basis
• Assist as necessary in housing assignment processes
• Disseminate information to students via postings, floor meetings, and individual interaction
• Maintain required documentation including incident reports
• Attend regular staff meetings, professional development and in-service training sessions
• Abide by and uphold all University policies
• Respond to crisis situations according to departmental protocols
• Other duties as assigned by the Residential Life Coordinator, Assistant Director of Residential Life or Director of Residential Life

**Facility Responsibilities**
• Assist and participate with all aspects of residence hall opening and closings
• Foster an appreciation for the care of and respect for maintenance of the physical facilities to meet the health, safety, and comfort needs of resident students
• Perform regular inspections of rooms and common areas; complete room condition checklists, as directed by the RLC and AD
• Monitor floor and residence hall common areas

**Benefits**
• Scholarship
• Single or reduce occupancy room
• Opportunity to gain valuable leadership and communication skills through interaction with the University community
• Early move-in to the residence hall

**SELECTION PROCESS TIMELINE**

**Applications Available:**    **Thursday, January 25, 2007**

**Applications Due:**    **Tuesday, February 6, 2007**  **8:00pm**.
Application must be complete and include resume, letters of reference, essay questions, and copy of academic transcript from Uconnect. Late or incomplete applications will not be considered for positions. Completed application packets may be submitted to Shona Mitchell in Flamingo Hall room 228.

**Group Process Day:**    **Thursday, February 8, 2007**  **Session I: 6 PM – 8 PM**
**Saturday, February 10, 2007**  **Session II: 10 AM – 12 PM**
These are group activity sessions that all candidates must participate in.
You are required to attend only one of the above sessions – indicate preference in application.

**Individual Interviews:**

- February 12, 2007  6PM-8PM
- February 14th, 2007  6PM-8PM
- February 15th, 2007  6PM-8PM
- February 19, 2007  6PM-8PM

You will participate in an interview with the selection committee members. Interview time sign-ups will occur during the Group Process Day. Expect interviews to be approximately thirty minutes in length. Business casual attire is expected at interview session.

**Decisions:**    **Friday, February 23, 2007**
All applicants will be notified by letter of the selection committee’s decision.
Letters will be placed in residence hall mailboxes.
GENERAL INFORMATION

Full Name (last, first, middle initial): ________________________________  Gender: [ ] Male  [ ] Female

Student ID Number: ________________________  University Email Address: __________@students.jwu.edu

Local Address: ________________________________  Permanent: ________________________________

[Street Address – If on-campus, list building and room number only]  [Street Address, include apartment number if applicable]

City/State/Zip Code  City/State/Zip Code

Local Telephone Number: ________________  Cellular or Alternate Telephone Number: ________________

HOUSING & EDUCATION INFORMATION

How long have you lived in University housing? ______  Class Level: [ ] FR  [ ] SO  [ ] JR  [ ] SR

Anticipated Graduation Dates: Associate's Degree:  Bachelor's Degree:

Present Cumulative GPA (on a 4.0 scale):  (must be at least 2.75 at the time of application and throughout employment, if offered)

During the 2007-2008 academic year, do you plan to participate in a co-op, intern/externship experience? [ ] Yes  [ ] No

If yes, what is your anticipated term of participation: [ ] Fall 2007  [ ] Winter 2007-2008  [ ] Spring 2008

(Participation in one of the above will not disqualify an applicant from being offered a position. Information is used for planning purposes only.)

If hired, are you interested in being assigned to one of the living learning communities? [ ] Yes  [ ] No

If so, which community interests you?  [ ] Culinary (Lakeside)  [ ] Honors (Tropical)

ANTICIPATED COMMITMENTS DURING THE 2007-2008 ACADEMIC YEAR

List any activities (such as student organizations, outside employment, etc) that you plan to engage in during the 2007-2008 academic year and the approximate time commitment (in hours) of each per week.

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RESUME

Please attach a current resume to your application. Should you require assistance in developing your resume, please contact the Office of Career Development, located in ASC 104.

GROUP PROCESS DAY SELECTION

A Group Process Day will occur on Thursday, February 8, 2007. and Saturday, February 10, 2007. This is a two hour event in which applicants for Resident Assistant positions will participate in various group activities designed to measure several skill sets, including interpersonal, leadership and creativity. Please select one time slot below to attend. If space is not available, you may be assigned to the opposite session. Sessions are first come, first served. Location of activities will be sent to applicants via email.

[ ] Session I: Thursday, February 8, 2007: 6 PM – 8 PM
The following questions will be used to measure your knowledge of the question subject as well as your writing skills. Please read each question carefully and thoroughly, then formulate a response. All answers should be typed.

1. From your perspective, what do you feel are the three most important roles of a Resident Assistant and why?

2. If hired as a Resident Assistant, list and explain three goals you would have for yourself as a first year RA.

3. In what ways do you think residence hall living is a benefit to students?

4. Explain three things, that as a Resident Assistant, you would implement to embrace diversity within the residence halls. In addition, what could you do to make the residence hall environment an enjoyable, productive and safe place to live.

5. What role do you play on a team? Describe your work style and in what type of work environment you are most successful.
Please read the declaration below carefully, affixing your signature at the end.

To the best of my knowledge, the information that I have furnished on this application is true and correct. I realize that intentional falsification of statements on this application will subject me to being disqualified as an applicant now and in the future for any employment with the Department of Residential Life, and if hired, to immediate termination.

I have reviewed the Resident Assistant Job Description, as attached and understand the duties and responsibilities of the position (including attendance at spring/fall training), as well as the outlined benefits. If offered a position, I will contact my Financial Planner prior to accepting the position to determine any changes to my financial aid package.

I hereby grant the Office of Residential Life permission to verify my cumulative GPA and student conduct record. By signing below, I certify that I currently have a minimum of a 2.75 cumulative GPA and understand that I must maintain such throughout my employment with the Office of Residential Life, if offered. If hired, this release shall remain in effect throughout my employment as a Resident Assistant. I further understand that I must have a clear student conduct record to be considered as an applicant for this position. If hired, this release shall remain in effect throughout my employment as a Resident Assistant. If I am found responsible for a violation of the Student Code of Conduct, I may be terminated from my position, to be determined by the Director of Residential Life.

__________________________________________________
Applicant Signature

__________________________________________________
Date
New Hire Resident Assistant Candidate Recommendation Form
Reference 1

Name: ___________________________ J Number: ___________________________

INFORMATION
Applicants for a Resident Assistant position are required to submit two forms of recommendation with their application packet. The recommendations must come from faculty, staff members or previous employers. Recommendations from Resident Assistants, Teaching/Student/Office Assistants, other students or relatives will not be accepted. Please provide each of your references with one of the attached forms to complete. Completed reference forms must be returned with your application packet to the Office of Residential Life by Tuesday, February 6, 2007.

REFERENCE
The above named student is in the process of applying for a Resident Assistant position with the Department of Residential Life for the 2007-2008 academic year. Resident Assistants are selected on the basis of: leadership, interpersonal skills and the desire to assist on-campus students in developing into successful individuals. Please complete this form in its entirety and return to the above applicant in a sealed envelope with your signature across the seal.

1. Please indicate how well you know the above applicant:
   - [ ] Know very well through personal contacts outside of the classroom or office
   - [ ] Know through classroom or office contact only
   - [ ] Know well enough to give a general recommendation
   - [ ] Have general acquaintances
   - [ ] Do not know well enough to rate

2. Please comment on the applicant's ability in the following areas, as it relates to the Resident Assistant position (interaction with peers, leadership, communication with others, self-awareness, sensitivity to others). What specific skills does s/he demonstrate?

3. Please comment on any reservations you may have about recommending this applicant for a Resident Assistant position.

4. Based on my knowledge of this applicant as a Resident Assistant candidate, I would rate him/her as being: (please check one)
   - [ ] Preferred (excellent in a Resident Assistant position)
   - [ ] Highly recommend
   - [ ] Recommend
   - [ ] Recommend with reservations (explain above)
   - [ ] Do not recommend applicant for Resident Assistant position (explain above)

5. Additional information (please include any additional information that may be useful to the selection committee):

Reference Name (printed): ___________________________ Relationship to Applicant: ___________________________
New Hire Resident Assistant Candidate Recommendation Form

Reference Signature:          Date:

Reference 2

Name: ______________________ J Number: ______________________

INFORMATION
Applicants for a Resident Assistant position are required to submit two forms of recommendation with their application packet. The recommendations must come from faculty, staff members or previous employers. Recommendations from Resident Assistants, Teaching/Student/Office Assistants, other students or relatives will not be accepted. Please provide each of your references with one of the attached forms to complete. Completed reference forms must be returned with your application packet to the Office of Residential Life by Tuesday, February 6, 2007.

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   (please check one)
   - [ ] Preferred (excellent in a Resident Assistant position)
   - [ ] Highly recommend
   - [ ] Recommend
   - [ ] Recommend with reservations (explain above)
   - [ ] Do not recommend applicant for Resident Assistant position (explain above)

5. Additional information (please include any additional information that may be useful to the selection committee):

Reference Name (printed): ______________________  Relationship to Applicant: ______________________
Please review the following checklist prior to submitting your application. The selection committee will not consider late or incomplete applications. Once you have ascertained that your application is complete, please submit all application materials (in the order listed below) in a plain manila file folder with your full name on the tab.

☐ Completed Application
   Did You Remember To...
   • Attach resume?
   • Include copy of academic transcript from Uconnect® showing verification of minimum GPA requirements?
   • Select a Group Process Day session preference?
   • Read, sign and date the application declaration?

☐ Completed Essay Questions

☐ Two Completed Recommendation Forms (in individual sealed envelopes)

☐ All Application Materials Submitted in a Manila Folder (full name on tab)

Completed Applications Are Due By: Tuesday, February 6, 2007 – 8:00 P.M.
Applications can be submitted to Shona Mitchell in Flamingo Hall room 228