

RESIDENT ASSISTANT APPLICATION

For academic year 2015-2016

Thank you for your interest in the RA position! In the following pages, you will find information about the RA role and the application for the 2015-2016 Resident Assistant staff. If you have any questions, please contact Sherri Sadowski, Director of Residence Life, at sherri.sadowski@wilson.edu or reslife@wilson.edu or x3125.

Remember all application materials are due by January 30, 2015. Group Process interviews will take place February 8, 2015. Individual interviews will occur February 12-27, 2015.

If you are thinking of applying, we highly recommend you:

- Shadow a current RA on duty rounds. Try a couple different RAs.
- Help coordinate and host a program with a current RA.
- Talk to a variety of current and former RAs about their experience.

Try to do these things early on - it will give you some insights and make you a stronger candidate!

Important Dates:

November 17 - Applications available online

November 12-18 - RA Info Sessions

January 30 - All Application Materials DUE

February 8 - Group Interviews

February 16-27 - Individual Interviews

February 12 - March 26 - RAMP Class

April 8 - First round of offers sent out

April 13 - Offer Responses DUE

April 26 - Spring Training for 2015-16 RAs

Filling out the application:

- Label the top right hand corner of every page of the application with your last name.
- The Personal Information section should be typed or printed neatly. Illegible applications will not be considered.
- All short answer and essay question responses must be typed on a separate piece of paper with each answer labeled with the corresponding question number.
- Attach an up-to-date resume.

References:

- Fill out & sign the top of every reference sheet (*the section in the box*).
- Make sure you are giving your references plenty of time to fill out the form and write a letter.
- References must return the form and letter directly to the Director of Residence Life (not to you!).
- **You must have three references.** One must be a Wilson College Faculty or Staff member. One should be a current or former supervisor. Please do not ask a family member for a reference.

Application Due Dates and Interviews:

- Applications are due January 30th by 5:00 PM to the Director of Residence Life. Reference forms are due by then as well.
- Based on your schedules you will be assigned to a group interview timeslot for Sunday, February 8th. The group process cannot be made-up; this is the only time it is offered. An individual interview will be scheduled to occur between February 16-27.
- All applicants must successfully complete the RAMP class as part of their application. The class will meet once a week for 6 weeks.
- All interview times and class times will be based on the schedule provided in the application - please make sure you understand how to fill out the schedule page before turning in your application!

Application Instructions

Please turn in your application in the following order:

Personal Info Page

Your typed responses to Short Answer and Essay Questions

Completed Current Weekly Schedule

Current Resume

Reference List & Signature Page

If you have any questions, please contact Sherri Sadowski at:

sherri.sadowski@wilson.edu or reslife@wilson.edu

717.262.2006, ext. 3125 or 007 Lenfest Commons

What is a Resident Assistant?

RA ROLES & RESPONSIBILITIES

General Requirements:

- Have and maintain a 2.5 semester and cumulative GPA.
- Have lived on a college campus for no less than one year and have no less than sophomore standing at the start of employment.
- Must be and remain in good social standing. (no current Honor Code violations)
- Expected to uphold and model the Honor Principle and Honor Code.
- Expected to make a commitment to the position for an entire academic year.
- Must reside in designated RA room for duration of employment.
- Must maintain full-time student status for duration of employment.
- Participate in formal evaluations by your residents, staff, and supervisor during academic year.
- Must seek approval from your supervisor for any additional employment (on or off-campus).
- Inform your supervisor if you will be away from campus for more than two consecutive nights.
- Must set up and check your college voicemail daily. Must check email and RA and PO mailboxes daily.

Community Development Responsibilities:

- Programming and community development
 - ◆ Efforts should incorporate interests and needs of residents as well as support educational objectives of Wilson College, Student Development and any community-specific theme as appropriate.
 - ◆ Community building efforts incorporate a balance of passive and active programs, hall meetings, educational and social initiatives, as well as needs-based outreach.
- Develop a personal relationship with residents and become familiar with other students in your building/floor. Be cognizant of residents' attitudes, academic achievements, involvements, interests, academic difficulties, health problems, and stressors.
- Respect and maintain confidentiality (of both residents and administration). Report concerns or developments through the appropriate channels in a timely fashion.
- Keep the Director of Residence Life apprised of community and student issues or concerns in a timely manner.
- Facilitate a variety of activities to promote building/hall/house and campus spirit/pride. These efforts should be both actively and passively pursued on a continual basis.
- Complete the minimum programming requirements outlined during your initial training.
- Assist residents (within the limits of your training and capabilities) with academic, personal, and social matters; make referrals where appropriate.
 - ◆ Develop the necessary helping skills to empower residents to resolve their concerns and issues as is promoted by the Honor Principle and Honor Code.
 - ◆ Be observant of uncharacteristic behaviors or potential crises, and make referrals when appropriate.
 - ◆ Be knowledgeable about referral services for residents within the campus as well as in the surrounding area.
 - ◆ Encourage students' responsibility for productive group and individual behavior. Help them to take a long-range view, understanding of the implications of their decisions and actions.
 - ◆ Empower them to voice their concerns through the appropriate channels; i.e. Residence Life Council, WCGA.
- Establish a close working relationship with the hall/floor senator and pet proctor.
- Know, understand, uphold and support the Blue Book, Honor Principle, and residential policies.

THE RESIDENCE LIFE PROGRAM

As part of the educational mission of Wilson College, the Residence Life staff provides an environment which:

- fosters significant learning and leadership development experiences for residents.
- offers opportunities to develop and practice life skills and responsible citizenship.
- promotes interaction between people of different cultural and ethnic backgrounds as well as those with different opinions and beliefs

The Residence Life Program supports students in their academic pursuits, actively contributing to the personal growth and development of each student through co-curricular activities. Our residential philosophy rests on the belief that residence hall living enhances a student's education by enriching their individual academic, social, and personal growth.

Residence Life fosters this environment through initiatives that promote the ideals of respect, understanding, and community. Furthermore, it is our belief that diverse students can learn to appreciate and nurture one another, as well as themselves, through residence hall living. Residence Life at Wilson provides facilities and programs that enable students to pursue educational goals in a challenging, supportive, and safe environment.

Required Dates for ALL 2015-2016 Resident Assistants:

2015

April 26	Spring Training (all staff)
June-July	Summer Assignments (online)
August 7-18**	RA Training
August 12-23**	Hall Openings and Orientation
August 24	Registration/Classes Begin
October 10-13	Fall Break (for duty purposes)
November 25-29	Thanksgiving Break (for closing, limited duty, and opening purposes)
December 6-12	Finals & Hall Closing for Winter Break

2016

January 3-31	J-Term (2 RAs hired)
January 20-24**	RA Training & Orientation
January 22-24**	Hall Opening
March 12-20	Spring Break (for closing, limited duty, and opening purposes)
March 25-27	Easter Holiday (for duty purposes)
May 6-16	Finals, Halls Closing & Commencement

** Denotes dates may change. Please note if the College calendar changes ALL dates are subject to change.

Team Development Responsibilities:

- Meet with your supervisor on a regular basis for the purpose of communicating concerns, mentoring, staff and professional development, referrals, work orders, programming, and any other aspects of the position.
- Establish effective, team building communication with the Director of Residence Life, WWC Program Director, Student Development Staff, and other RA staff members. Other campus team members include Physical Plant, Dining Services, the College Counseling staff, Career Development, Student Activities, WCGA, Conferences, and any other area in which you need to communicate to complete your responsibilities effectively.
- Complete Counselor Liaison check-ins each semester as a means of continued staff development and support.
- Participate in weekly all-staff meetings, scheduled one-on-ones, and turn in weekly written reports. Maintain documents including, but not limited to: Work Orders, Incident Reports, Duty notes, Programming Forms and Evaluations and Fire Drill Evaluation Forms. This includes any tracking methods implemented online or on paper.
- Participate in departmental, divisional, & College processes and initiatives including but not limited to: staff recruitment, selection, & training; Room Selection; RAAPs; open houses; Orientations; BOT/Alumnae weekends; etc.
- Support the Residence Life Program, Student Development, and Wilson College through attendance at related events, role modeling, and attitudinal behaviors.
- Complete other tasks as assigned.

Administrative Responsibilities:

- Participate in staff duty rotation and complete duty responsibilities. Cover duty as needed for break periods before making travel plans. Update online duty blog during each duty shift.
 - ◆ Weekday duty (Sunday – Thursday) begins at 5 pm (pick up and turn on the cell phones by that time) and continues until 8 am the following day. Complete a minimum of two rounds through all residence halls, interior and exterior, each night.
 - ◆ Weekend duty begins Friday at 5 pm and continues until Sunday at 5 pm. Complete a minimum of three rounds through all residence halls, interior and exterior, each night.
- Utilize and educate residents on the appropriate procedures regarding maintenance and security.
- Know and understand crisis response procedures for campus. Respond to and assist in crisis response efforts as needed. Provide required documentation in a timely fashion.
- Develop and promote an awareness of fire and safety precautions/regulations among the residents; work collaboratively with the Chambersburg Fire Department and Campus Safety to execute required monthly fire drills. Be familiar with the evacuation plan for the residence halls. Report fire life safety concerns promptly.
- Assist in the opening and closing of the buildings at the beginning and end of each semester, as well as each time the residence halls close for vacation breaks and recess periods. This requires you to arrive early and stay until inventory, check-in, checkout, closing, and other assigned duties are completed. Dates are subject to change if the College or department calendar changes.
- Complete and submit all appropriate forms and reports in a timely and professional manner.
- Post notices and maintain bulletin boards; promote and publicize college activities. Remove postings when they are out of date.
- Report all facility concerns through the Physical plant work order system in a timely fashion. Promptly forward any significant maintenance concerns to the attention of the Director of Residence Life. Follow-up on submitted work orders to ensure completion.
- Assist in and actively monitor the inventory and condition of the residence halls. Investigate any room, bathroom, or common area damage and report findings to the Director of Residence Life.
- Document and report any behavioral, mental, emotional, or academic concerns to Director of Residence Life within 24 hours of observation or encounter.
- Assist in key testing, inventory, packaging, distribution & collection. Practice ethical and responsible key handling.
- Assist with completion of fire and life safety inspections and any follow-up required.

Personal Information

Name: _____
(Last Name) (First Name) (Middle Initial)

Current Room: _____ Cell Phone: _____
(Building) (Room #)

Date of Birth: _____ Age: _____ # of Semesters Living On Campus: _____

Home Address: _____
(Street) (Apt #)

(City) (State) (Zip Code)

Current Class Standing: ___ Freshmen ___ Sophomore ___ Junior ___ Senior

Anticipated Date of Graduation: _____ Number of Total Credit Hours Completed: _____

Major(s): _____

Minor(s): _____

Cumulative GPA: _____ Most Recent Semester GPA: _____

Have you ever been found responsible for a violation of campus policy by Honor Council or Joint Honor Council? Have you ever been convicted of crime? If so, please provide the date(s), charge(s), and explanation. _____

Please note - all RAs will have to pass a background check prior to start of employment.

Please list any clubs, organizations, leadership positions, or other extracurricular activities you plan to be involved in during the **2015-16 academic year**, including any outside employment you plan to continue.

Spring 2015 Weekly Schedule

Please fill out the grid below with your SPRING 2015 schedule. This will be used for scheduling interviews AND the RAMP class so be sure to include all **non-movable** obligations (i.e. class, meetings/lessons, work, etc.).

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							

Short Answer:

answer each question with a few sentences

1. What aspects of the RA position interest you? Why are you applying?
2. In your own words, why is the role of a Resident Assistant important?
3. Describe three characteristics about yourself that would assist you in the RA position. Please provide examples from your own experience.
4. What aspects of the RA position do you feel would be most challenging for you and why?

Essay:

pick two questions; answer with a few paragraphs

1. Part of the Resident Assistant job is to provide social and educational programs for your floor and hall. Please create a program idea that address a student or community issue and describe the steps you would take to implement such a program.
2. The Resident Assistant position is designed to be a growth experience. What skills, abilities or knowledge do you hope to gain as a result of experiences you may have if hired as a Resident Assistant.
3. Please define diversity in your own words. Describe how you would create a community that respects and embraces individuals with diverse perspectives, backgrounds, and beliefs.

Mandatory Essay response:

answer with a few paragraphs

1. Why is the Honor Principle important to Wilson College? How does the Honor principle apply to you as a student and as an RA? In what ways do you exemplify the Honor Principle as a student in your every day life at home and on campus?

Personal Information, continued

Please attach your updated resume. Your resume should cover your employment history, on and off campus. It should also indicate any previous educational and/or leadership experiences.

References (Professional and Personal – not family; Please include your current RA, if applicable)

Name:	How you know this individual:	Phone Number:
	Current RA	

Application Process and General Employment Guidelines

The following statements, though not all-inclusive, cover general guidelines about the application process and employment with Residence Life. Please read and initial each statement to indicate your understanding and agreement to these conditions.

- _____ **Application Process Completion:** I understand that failing to complete in full any part of the RA application process, including interviews or the RAMP class, may result in the end of my candidacy.

- _____ **Employment History and Reference Information:** I understand that in the course of the application process, Residence Life may contact any or all of the following: previous campus supervisors, personal and professional references, and current Residence Life and Student Development staff members. I understand that information gained from these sources may affect employment decisions.

- _____ **Employment Start Date:** RA employment begins on Friday, August 7, 2015 at 8am. For all breaks and holidays throughout the academic year, staff members are expected to be the last to leave and the first to return.

- _____ **RA Training and Meetings:** RAs are required to attend all RA Training sessions, beginning with Spring Training in April 2015 and online modules during the summer. RAs are required to attend in-service meetings, training sessions, and staff meetings as determined by their supervisor(s).

- _____ **Other Employment & Time Commitments:** RAs must request permission from their supervisor(s) prior to accepting additional employment. RAs may have no more than 10 hours of outside commitments (clubs, organizations, additional employment, etc.) unless prior written permission is granted by their supervisor(s).

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete, and I authorize Wilson College Residence Life to verify their accuracy and to obtain reference information on my work performance, along with my academic and disciplinary records. I hereby release Wilson College Residence Life from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I understand that falsified statements of any kind or omission of facts called for on this application shall result in rejection of my application for employment and/or termination of my employment. I further understand that the policies, rules, regulations of employment or anything said during the interview process or after do not constitute an employment agreement. I understand that any employment is at will. I further understand that either I or the employer may terminate my employment for any reason at any time with or without notice or cause.

Applicant's Signature

Date

Resident Assistant Reference Sheet

Applicant Section: Please complete this section before giving to your reference. Print or type.

Applicant Name: _____

Name of Reference: _____

The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to educational records concerning them. Students are permitted to have their right of access to recommendations. The following indicates the wish of the applicant regarding this recommendation.

I waive my rights

I do not waive my rights to inspect the contents of the following recommendation.

Applicant Signature: _____

Date Due to Residence Life: January 30, 2015

To the Reference: I would like your opinion of the applicant for the Resident Assistant position. Please use the scale provided below to indicate the applicant's proficiency in core areas. **Please include a brief statement** indicating your assessment of their ability to be a good role model, team player, creative programmer, resource to students, and an assertive leader. You may use the reverse side of the form for your statement or attach a separate sheet.

Reference materials should be sent to:

Residence Life	OR	reslife@wilson.edu
Wilson College		
1015 Philadelphia Ave.	OR	fax: 717-262-2564
Chambersburg, PA 17201		

Please indicate, by circling a number, the applicant's strength in the following areas as per your experience with the applicant. 1 indicates weak abilities, 2 indicates below average abilities, 3 indicates average abilities, 4 indicates above average abilities, 5 indicates strong abilities, and NA indicates you do not know enough about the applicant in that particular area to rank.

Skill	Weak	Average	Strong			
Creativity	1	2	3	4	5	NA
Assertiveness	1	2	3	4	5	NA
Team Player	1	2	3	4	5	NA
Knowledge of Campus	1	2	3	4	5	NA
Clear Self Expression	1	2	3	4	5	NA
Dependability	1	2	3	4	5	NA
Self Starter	1	2	3	4	5	NA
Objectivity	1	2	3	4	5	NA
Enthusiasm	1	2	3	4	5	NA
Positive Attitude	1	2	3	4	5	NA