



Student Housing

2010-2011

Resident Assistant (RA) Application Instructions

Dear Candidate:

Thank you for your interest in becoming a Resident Assistant (RA) at Regent University. This application packet includes the *RA Selection Process Timeline*, *RA Application Instructions* and *RA Job Description*. Please read through this packet, familiarize yourself with the information and follow the instructions carefully.

RAs have a unique opportunity to positively impact the lives of Regent University residential students. The work can be challenging, but it is also very exciting and rewarding. RAs receive significant leadership training and experience in counseling, conflict resolution, program planning, communication skills and other areas that will benefit them for a lifetime. Additionally, RAs are all compensated with their own no-cost studio apartment in Regent Commons.

I am pleased that you are considering joining the Student Housing team and know you will have a positive experience in the selection process. If you have any questions, please feel free to contact me at 352-4894 or awilliams@regent.edu, or speak with any of the current Regent Commons RAs or pay a visit to the Regent Commons office in RC 1117 Apt. # 125 to speak with a Student Housing staff member.

Regards,

Adam Williams
Regent Commons Area Director



Student Housing

2010-2011 Resident Assistant Selection Process Timeline

Applications Available Electronically (via email from the Director of Student Housing and the Student Housing website: http://www.regent.edu/campus/housing/staff_resources.cfm
Monday, November 2, 2009

RA Information Session

Campus-wide RA Interest Session; Monday, November 2nd, 2009 @7pm in the Regent Commons 1133 second floor community room

- Come hear more about applying to be an RA, what it is like to be an RA and have all your questions answered as they relate to 2010-2011 RA positions.

Applications due to studenthousing@regent.edu *by Wednesday, February 3rd, 2010 at 5:00 p.m.*

Phase I: Review of Applications

February 3-5, 2010

- Candidates advancing to Phase II of the selection process will be notified via e-mail (on Friday, Feb 5th) and required to sign-up for interviews with professional staff members in the Regent Commons office (RC 1117).

Phase II: Individual interview sign-ups

February 5-10, 2010 (Regent Commons Office; RC 1117 Apartment 125)

Phase II: Individual Interviews

February 8-19, 2010

Selection Announcements Available for Pick-Up; Regent Commons Office (RC 1117 Apt. 125)

Wednesday, March 10th, 2010 @ 12pm

Signed & Accepted Offers of 2010-2011 RA positions due

Wednesday, March 17st, 2010 @ 12pm



Student Housing

Resident Assistant Application Instructions

Applications are due by 5:00pm on Wednesday February 3rd, 2010. Applications must be submitted via e-mail to studenthousing@regent.edu . **Late/ incomplete applications will not be accepted.**

A complete application includes:

1. The RA Application Form (which includes the parts indicated below):

▪ **Personal Statement (application form page 3)**

All candidates are required to respond to a series of questions that will serve as their personal statement. The personal statement questions are included in the application form. A blank field below the personal statement questions has been provided for candidates to type in responses. You may only use the blank field provided in the application.

▪ **Short Answer Application Questions (application form page 4)**

All candidates are required to answer three short answer questions. These questions are included in the application form. Blank fields below each question have been provided for candidates to type in responses. You may only use the blank fields provided in the application. Additional attachments of responses to questions will not be accepted. Please use correct grammar and spelling in your responses to the questions. In addition, please be as concise but thorough as possible in your responses.

2. Résumé

a. Please be professional in format and content.

b. Include:

1. Contact Information
 - a. Summer and school addresses and phone numbers
 - b. E-mail address
2. Anticipated degree and graduation date
3. Work Experience (chronological with most recent first; include dates of employment)
4. Leadership experience, community service and volunteer work
5. List courses or training you have completed that directly relate to the RA duties and responsibilities (i.e. First Aid and CPR, Mediation, Interpersonal Communication)
6. Other (your opportunity to list other significant information that can strengthen your application for the RA position)

Upon submission of your application and if you do progress to the second phase of the RA selection process, you will be contacted by Student Housing via e-mail and asked to sign-up for an individual interview with a professional staff member. Interview sign-ups will occur in the Regent Commons office located in RC 1117.



Student Housing

RESIDENT ASSISTANT (RA) Student Housing

JOB DESCRIPTION

The Resident Assistant (RA) works in Regent Commons under the direct supervision of the Regent Commons Area Director. The role of the RA is to work with other residence hall staff to facilitate an environment within the residence hall community that promotes the educational experience of residential living. The RA articulates to the residents the philosophy and policies of Student Housing and the University and, in turn, represents the needs of the students to the administration. The following are the basic expectations of a RA.

DUTIES AND RESPONSIBILITIES

Role Modeling

- The RA is an employee and representative of Student Housing and Regent University. He/she must be in good social and academic standing with the University.
- The RA is expected to live in accordance with the policies outlined in *the Residence Hall Handbook*, *the Student Handbook* and the *Staff Manual* while on and off campus. Failure to do so may result in job action including dismissal.

Individual Helping and Referral

- The RA helps residents with academic, personal and social matters within the limits of his/her training and capabilities, and serves as a resource and referral agent for the residents.
- The RA is expected to know the residents on the floor well enough to recognize changes in behavior patterns for which counseling or other assistance may be necessary.
- The RA is responsible for reading and being familiar with resource material presented in the *Staff Manual* and the *Residence Hall Handbook*.

Community Development

- The RA will assist residents in developing a meaningful community that supports and promotes the ideals of the Christian faith, personal responsibility and positive citizenship.
- The RA is expected to develop a Community Agreement and facilitate regular floor meetings to encourage ongoing community development.
- The RA may serve as a resource to the residence hall council and various committees as assigned by the Area Director.

Program Development

- The RA is expected to be fully committed to and involved in the development of meaningful educational, social, recreational, and cultural programs for residents. This includes assessing residents' needs and planning programs to effectively meet those needs.
- The RA will encourage residents to pursue their interests and plan their own programs and activities.

Duty Responsibility

- The RA assumes on-call duty responsibility as scheduled; at night, on weekends, during break periods when the college remains open, and during hall openings and closings to insure proper coverage.
- The RA is expected to be in residence each night throughout the year, including examination periods, except during Thanksgiving and Semester Breaks, unless an overnight absence is approved by the Area Director.

Administrative Responsibilities

- The RA is expected to be familiar with administrative procedures contained in the *Staff Manual*, the *Residence Hall Handbook*, the *Student Handbook* and is expected to assume other related duties as assigned by the Area Director and Student Housing.
- The RA is expected to help open and close the halls, prepare Room Condition Forms (RCFs), check residents in and out of the buildings and assist with other housing administration functions as assigned.
- The RA will disseminate or collect information and generate reports as required.
- The RA may be asked to participate on committees that will be initiated throughout the year.

Enforcement of Regulations

- The RA is expected to understand and enforce all University and residence hall regulations and policies.
- The RA is responsible for facilitating a climate that promotes individual responsibility and protects the rights of the individual and the community.
- Regulations and policies should be enforced in a fair and consistent manner. Staff actions should never appear to condone violations of policy.
- The RA is a part of the disciplinary referral system and must maintain appropriate confidentiality.

Safety and Security

- The RA will help safeguard the community by making rounds in the building and conducting Health & Safety Inspections.
- The RA will educate residents on fire safety and evacuation procedures.

Meetings and Training Programs

- The RA is expected to attend all staff meetings, in-service training programs, and the spring and fall training programs. No exceptions will be granted unless an emergency arises.
- The RA has the responsibility to schedule and facilitate regular meetings with residents.
- Newly hired RAs are required to attend a mandatory Spring Staff Meeting and complete a New Staff Task Sheet.

Outside Commitments

- A RA may not hold other employment on or off campus without prior permission from the Area Director and/or Director of Student Housing. Such employment should not exceed ten hours per week or interfere with the RA duties.
- It is expected that the RA will give his/her hall responsibilities priority over all other extracurricular activities. The RA is expected to limit outside activities so that they will not conflict with residence hall responsibilities.
- Students with significant academic or extracurricular commitments should carefully review the situation with their Area Director prior to assuming an RA appointment.

QUALIFICATIONS

- Previous experience living in a residence hall community is required.
- The RA must be a sophomore, junior or senior undergraduate or graduate student at the time of his/her appointment.
- The RA must be enrolled for full-time credit hours and maintain at least a 2.4 GPA during his/her tenure.
- The RA cannot have a disciplinary sanction that is equal to or greater than Disciplinary Probation at any time during the period of employment.

COMPENSATION

No-cost studio apartment in Regent Commons