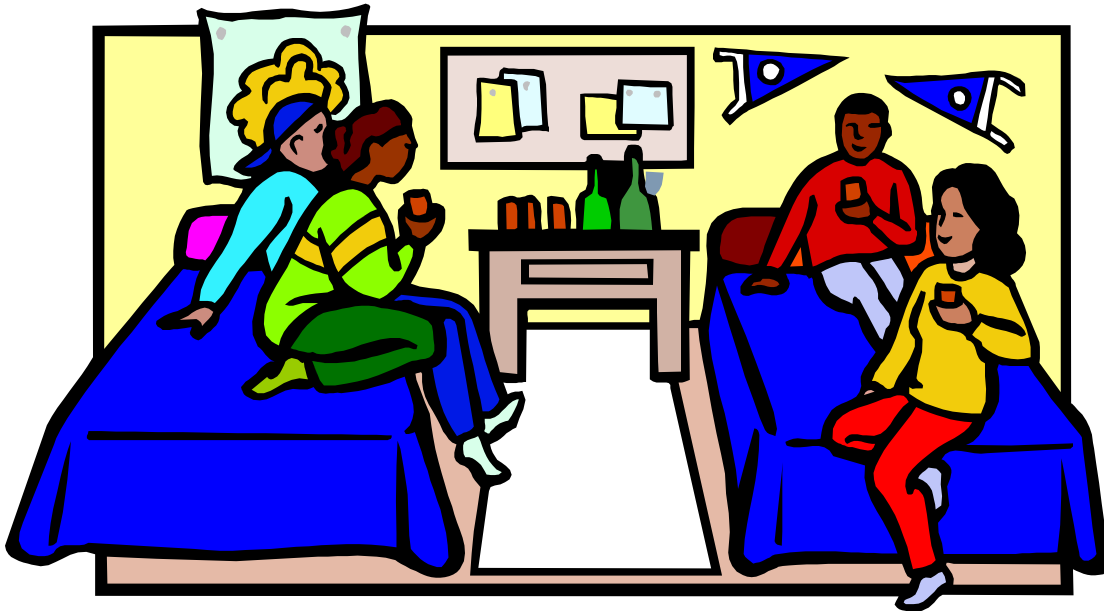


Residential Life and Housing Department

Resident Assistant
Application Packet



Residential Life and Housing Director
2007-2008

Resident Assistant
(RA's)
Criteria for Employment

Leadership

- a) Demonstrates leadership in promoting residence hall activities.
- b) Prior or present successful experience in holding a position of responsibility or leadership.
- c) Exemplifies positive qualities and attitudes.

Academics

- a) Must possess a GPA of 2.5 or better at time of application
- b) Must maintain a GPA OF 2.5 or better during period of employment as RA

Character

- a) Meets pledges made to the housing department promptly and addresses responsibilities in a timely manner and
- b) Demonstrates highest standards of honesty, integrity and reliability
- c) Complies/cooperates with all rules and regulations of the college and has no history of disciplinary action

Initiative

- a) Exemplifies the determination and energy displayed in overcoming conflict within the scope of the job
- b) Finds solutions to problems and maintains a timely manner of productivity.

Judgment

- a) Ability to make appropriate actions and decisions based on sound reasoning and common sense.

Dependability

- a) Can be relied upon to meet commitments and fulfill responsibilities.

Maturity

- a) Is capable of developing the above six qualifications.

Department of Residential Life and Housing Resident Assistant Job Description

I. General Description

A Resident Assistant is a residence student responsible for assisting the Residence Coordinator in maintaining a high quality of living in a given residence hall. He/She supervises and assists individual residents in personal, academic, and social matters by providing advice and referral to appropriate sources; encourages; plans and participates in educational and other programs for all residents; and serves as a liaison to the Residence Staff in matters pertaining building (s) maintenance, room assignments, check in/out procedures and other building management functions.

II. Qualifications

- A. Education – Must carry a minimum academic load of 12 hours or better per semester allowing work time for RA duties with at least a GPA of 2.5
- B. Experience – You must be able to deal with Residents in a confidential and professional manner.
- C. Must have skills in inter-personal relationships and a sincere interest in feelings for others
- D. Must be able to organize and work with groups, both formal and informal

III. Working Conditions

- A. You must reside in a residence hall.
- B. You must understand that your services may be needed at any time, especially during the evening with prior notification of at least five hours from your Residence Coordinator(s).
- C. You will be expected to assist with the **opening (arriving before) and closing (departing after)** of the residence halls.
- D. Other employment must not interfere with your RA employment, unless approved by your Residence Coordinator.

- E. You will be required to work weekends as scheduled or needed (with prior notification from your Residence Coordinator.)

IV. Principal Duties

A. RA Duties

- Get to know your residents.
- Room inventory
- Check all rooms prior to/or during the residents moving in/out for damages, inventory, needed repairs, etc.
- Assist residence coordinator with room checks.
- Adhere to the schedule of coverage in residence hall.
- Intercede for resolution of all minor conflicts among residents.
- Enforce quiet hours (9 PM – 10 AM) Sunday – Thursday.
- Monitor visitation hours
- Monitor residents' behavior
- Write and turn in all incident reports (immediately). Report all accidents, illnesses, acts of violence, theft or vandalism (immediately). When security is involved always get the name of the officer(s) involved when making a report.
- Hold hall meetings once every two weeks; provide leadership for all Residential Life programs and projects (participation-attendance).
- Attend all housing meetings and dorm council meetings
- Be responsible for and provide an account of attendance for all respective residents.
- Report (immediately) any tampering with fire alarms, extinguishers, or other emergency equipment
- Report (immediately) any possessions and the use or sale of any alcoholic beverages, illegal drugs, or weapons
- Report all discoveries of pregnancies and unauthorized visitors to RC/ARC or the office of Residential Life and Housing, using confidentiality
- Promote all communication or announcements distributed to residents
- You will be held accountable for conducting yourself and performing as a student leader
- You will also be held accountable for the amount of incidents on your respective floors

B. Advising and Counseling

- Advise individual residents on personal, academic, and social matters
- Assist and support individual residents during personal crises such as death or illness of relatives or friends
- Refer residents with problems which are beyond the expertise of RAs to appropriate sources of assistance

- Assist residents in developing responsibilities for their own actions using individual counseling and referral of discipline cases to the RC/ARC

C. Education/Social Programming

- Accept guidance of RC/ARC in all aspects of programming
- Survey residents' needs and interests regarding education, cultural, and recreational programming
- Assist the residence hall government with increasing its effectiveness and increasing the participation of all residents
- Support events conducts for the residents by attendance whenever possible

D. Administrative/Management

- Confer regularly with the RC/ARC on all aspects of building management
- Recommend room assignments and changes to RC when circumstances warrant
- Assist Campus Safety and Security in the residence hall and participate in evaluations of circumstances when needed
- Advise the RC/ARC on the quality of custodial services

E. General

- Assist other college staff with emergencies such as campus disturbances, natural disasters, etc.
- Attend all Residence, RA, Hall Council, and staff meetings
- Communicate residents' needs, interests, and concerns to Residence Coordinator
- Perform other duties assigned by RC/ARC

F. Salary

- You will be paid \$5.25 @ 25 hours monthly

Department of Residential Life and Housing
Voorhees College
Denmark, SC 29042

Please Type or Print

1. Full Name: _____

2. Social Security Number: _____/_____/_____

3. Permanent Address: _____

4. Present Address: _____

5. Date of Birth: Month _____ Day _____ Year _____

6. List all Colleges attended (include Voorhees College)

Name _____ City, State _____ From _____ To _____

7. Academic Status

No. of Hours Earned: _____ Cumulative GPA: _____

Date of Intended Graduation: _____

8. Place of present Residence (campus Address): _____

9. Campus Activities and Honors:

List campus activities and organization memberships (include offices held): _____

10. Work Experience:

List all full time, part time and volunteer work experiences (particularly in the public service areas) _____

Please Read the attached Job Description prior to answering the following questions.

11. Why would you like to be a Resident Assistant at Voorhees College? _____

12. How do you see this position fitting in with your academic interests and career plans? _____

13. What special interest do you have? How would you use this interest to contribute to the general development of your residence hall? _____

14. Describe how living in a residence hall (or some comparable living situation) has affected your development. _____

15. One aspect of the Residence Coordinator's position involves crisis intervention. How have you responded to crisis situations in the past? How do you expect to respond in the future? Give a specific example.

16. Describe your leadership style. Give specific examples of how you have demonstrated this style.

17. What is your philosophy when acting in a helping role?

18. Is there anything else you would like us to know about you? Are there any particular areas of the job you would like to discuss during an interview?

19. What would you change about the existing RA program?

20. References

List three references, other than relatives, who can address your qualifications and potential for this position (professors, residence hall staff members, or other administrators are preferable).

Name _____ Mailing Address _____ Position _____

1. _____

2. _____

3. _____

Note: please be clear about your answers and good luck to you.