

Resident Assistant Application Packet

2009-2010

For students applying for Spring 2009 vacancies and students studying abroad in Spring 2009 applying for the 2009-2010 academic year

Thank you for participating in the RA Selection Process. Below is some important information regarding the Resident Assistant position. Please read this information thoroughly. There are very important details of the selection process you need to be aware of.

QUALIFICATIONS

- ❑ You must have a current GPA of at least 2.3 to apply, and maintain a cumulative GPA of 2.3 throughout the time you are an RA. Your semester GPA must also be a 2.0 or above while employed.
- ❑ You must be in good disciplinary standing with the University and have 24 credits or more by the end of the Fall 2008 semester. You must have lived on campus at VU for at least one semester before beginning employment in the RA position.

APPLICATION PROCESS AND TIMELINE

- ❑ **Part One – *Written Application and References:*** Complete the attached application in its entirety and return it to the Office of Residential Life, 121 Kretzmann Hall, no later than 5:00 p.m. on Friday, October 31, 2008. The application packet is also available on our website. Also, have three individuals complete the attached reference forms and have them delivered to the Office of Residential Life by Wednesday, November 5, 2008.
- ❑ **Part Two – *Individual Interview.*** When you turn in your application you will be asked to sign up for an interview time. It would be a good idea to bring your calendar/planner with you at this time. Interviews will take place November 5 – 6, 2008. There will be three Residential Learning Coordinators interviewing you. Your interview will be scheduled to last 30 minutes. Questions will cover specific items you share on your application, as well as your motivation to be a Resident Assistant and the relevant experiences you bring to the position. The best preparation for the interview is to read over your discussion question answers and practice answering questions about the information.
- ❑ All candidates will be notified by letter of the selection outcome the week of November 10th.
- ❑ If hired, you will be expected to attend a meeting with your new staff for the current semester. There will be training sessions on Saturday, January 3rd, 2009. More information on this training will be provided to you at a later time.

ADDITIONAL INFORMATION

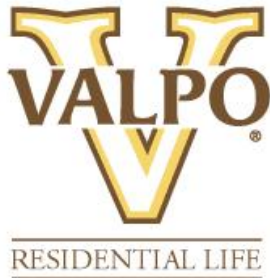
- ❑ As you go through the process, you will hopefully learn more about yourself and where you might be a good fit as an RA. Some things to consider: the differences between upperclassmen and freshman buildings and the different types of students who gravitate to different buildings based on their proximity to specific academic buildings.
- ❑ Each residence hall at VU provides specific challenges and rewards to the RAs in that building. Here is brief overview of the current residence halls:
 - Alumni – 339 students with upperclassmen in suites on the first floor, and two floors of freshmen men, and two floors of freshmen women.
 - Brandt – 324 students with a mix of upperclassmen and freshmen. This building is also a living choice for many of VU's international students and usually stays open during University break periods. Brandt also houses a cafeteria and the Global Leaders Community.
 - Guild – 134 women on three floors in singles, doubles, triples, and quads. This staff works together with the Memorial staff as a team. This building has air-conditioning.
 - Lankenau – 324 students with upperclassmen in suites on the first floor, and two floors of freshmen men, and two floors of freshmen women. There is a general store on the first floor.
 - Memorial – 154 students on three floors. Men live on two floors, and women are on the top floor in a variety of quads, triples, doubles and single rooms. This staff works together with the Guild staff as a team. This building has air-conditioning.
 - 807 Mound Street – 37 students with one floor of men and one floor of women. Almost all of the rooms are two room suites shared by three residents. The first floor contains a large kitchen and lounge areas. A majority of students living in 807 Mound Street participate in the Fellowship House program.
 - Scheele – 312 women on four floors. This building houses a substantial number of the members of VU's six national sororities and independent women.
 - Wehrenberg – 256 students on four floors. Men live on two floors, and women on two floors. Two RAs share responsibility for three wings. This building has air-conditioning. This building is also usually open during University break periods. There is a cafeteria adjacent to the building.
 - Compass Pointe Apartments – 60-84 students in two or three bedroom apartments. These apartments have full kitchens. Not available to first year RAs.

It is crucial that you take the time to read through all of the information included in this packet. You are responsible for familiarizing yourself with the job responsibilities and expectations of a Resident Assistant.

A completed application consists of a completed "Employment Application," answers to the "Discussion Questions," and three "Recommendation for the Position of Resident Assistant" sheets. Applicants may be denied an interview if the eligibility qualifications stated above are not met or if the application is incomplete.

If you have any questions about the Resident Assistant position or the selection process, feel free to contact me at ext. 5763 or email me at Kevin.malburg. Thank you again for your interest and good luck to you throughout the selection process.

Kevin Malburg
Residential Learning Coordinator
Staff Recruitment and Selection Committee



Resident Assistant Duties and Responsibilities

Mission Statement

The Office of Residential Life works to provide safe and comfortable living and learning communities. We intentionally design programs, services, and leadership opportunities to foster an environment conducive to achieving academic goals, personal growth, and the development of community.

Overview

Valparaiso University firmly believes that living in a residence hall provides students with a learning experience that integrates and complements the more formal educational activities of the classroom, laboratory, studio and stage. The role of the Resident Assistant is to help create and facilitate an environment of student learning in the residence halls, through planned and intentional educational outreach programs, as well as through informal activities. As a campus leader and role model, the Resident Assistant position provides an opportunity to observe and correct undesirable behavior while teaching new skills in problem solving, decision making, and critical thinking; to assist students in taking responsibility for their actions; to orient students to college life and aid in their emotional and academic adjustment; and to help students develop individual social skills. The specific responsibilities of the Resident Assistant are:

Leadership

- Serve as a community leader who facilitates an environment conducive to student learning and academic achievement.
- Advise and assist students with academic, personal, social, and other concerns.
- Enforce, interpret, and explain University regulations and policies to individuals and student groups.
- Confront and document student behavior which violates policies and procedures.
- Assist the RLC in the establishment and advising of various student organizations and committees in the residence hall.
- Participate in collateral assignments assigned to you by your RLC.
- Function as a positive role model at all times by setting an example for students in terms of conduct, appearance and manner. This includes activities which occur on University property as well as off-campus.
- Attend and participate in orientation and inservice training sessions held throughout the year.

Programming and Community Development

- Work with individual residents and residence hall groups in developing academic, cultural, volunteer service, and other educational programs within the residence hall.
- Be available, accessible and visible to students on a regular basis.
- Refer students in need of more specialized help to the appropriate campus and community agencies (such as the Health Center, Student Counseling Centers, etc.).
- Actively work with residents to establish community standards.
- Develop relationships with faculty members to promote their presence and involvement in residence hall life.
- Actively promote campus events and programs through advertising and attendance.
- Plan and implement regularly scheduled social activities that provide community development.
- Maintain regular and on-going contact with residents on the floor in order to develop positive relationships.
- Promote a community atmosphere among residents that promotes a spirit of mutual respect and concern for all.
- Promote an appreciation for multiculturalism and diversity through programming and community development.

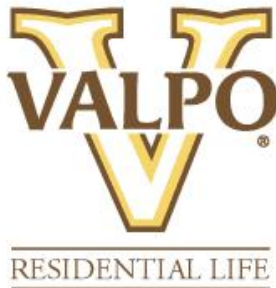
Administration

- Assume hall duty approximately twice a week, beginning at 7:00 p.m. and continuing to 7:00 a.m.
- Maintain necessary communication in all matters with the Residential Learning Coordinator and/or Assistant Coordinator.
- Attend weekly staff meetings and periodic meetings with the Residential Learning Coordinator.
- Assist with the formal procedures for opening and closing the residence halls each semester and during university breaks.
- Perform administrative duties such as investigating reports of damage in the hall, distributing resident room keys, assessing room inventory, and completing other residence hall forms and reports.
- Participate in the evaluation of the Residential Learning Coordinator and one's own performance as a Resident Assistant.
- Conduct regular rounds throughout the residence hall approximately 12-15 hours per week.
- Be present and visible throughout the residence hall during the times you are not scheduled for duty.

Additional Responsibilities

- Assist in the recruitment and selection process of new Resident Assistants.
- Assist with the annual Room Selection Process as needed.
- Resident Assistants will be scheduled to work the residence hall front desk the first week of each semester.
- Resident Assistants are permitted five nights away from campus per month with the approval of their Residential Learning Coordinator. No more than one-half of the staff may be gone on any given weekend.
- Other duties as assigned.

Revised January, 2007



**Valparaiso University
Office of Residential Life**

Resident Assistant Employment Application

Name _____ E-mail address _____

Local Address _____ Local Phone _____

Major _____ Birthdate _____

Cumulative GPA _____ Anticipated Graduation Date _____

Total accumulated academic credits (including current Fall 2008 semester) _____

How many credit hours do you anticipate carrying during the Spring 2009 semester? _____

If hired for Spring 2009, would you continue in the position for the entire 2009-2010 academic year?
Yes No If not, why? _____

Do you plan on student teaching or participating in a Co-op for the Spring 2009 semester? Yes
No

If a member of sorority, are you interested in being placed on your chapter's corridor?
Yes No

If yes, what sorority are you a member of? _____

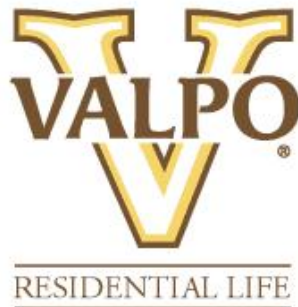
Please note that indicating "yes" does not exclude you from being placed in another area of campus

Please list the residence halls in which you have lived at VU or other institutions and indicate your semester(s) of residency:

Hall:	Semesters:
_____	_____
_____	_____
_____	_____

As part of the selection process you have the option of providing permission for the use of your VU Identification picture. Your picture will only be used for identification purposes only. May we use your picture for identification purposes? Yes No

(See discussion questions on back)



**Valparaiso University
Office of Residential Life**

Resident Assistant Employment Application

Discussion Questions

Please answer the following questions. Complete this section without any outside assistance, and do not spend more than an hour on it. Please type your answers and be as thorough as possible.

1. In your own words provide a description of what is involved in a Resident Assistant position. What qualities does a great RA possess?
2. Describe an educational activity you've attended in a residence hall, such as a hall program. What did you gain from the experience? What did you like and dislike about the event? What would you have done differently? What ideas do you have for hall programs?
3. One of the primary functions of an RA is to develop community on his or her floor and in the building, in general. What kind of things have you seen that work/don't work to develop a community? Provide specific examples.
4. Describe an experience when you had to confront someone or assert yourself. What did you learn from that experience? What might you have done differently? What skills do you have in this area, and what do you think you need to learn?
5. What experiences have you had that make you a particularly valuable RA candidate? Please be as specific as possible.
6. Describe someone who has been a role model for you and why. How would you go about being a role model for others if you were hired as an RA?

Valparaiso University

Office of Residential Life

Recommendation for the Position of Resident Assistant

TO THE APPLICANT:

The Family and Educational Rights and Privacy Act (FERPA) of 1974 opens many educational records to the student's inspection. FERPA also permits the student to sign a waiver relinquishing her/his right to inspect letters of recommendation and other materials related to employment. Please check one of the statements listed below and sign where indicated:

_____ I waive my right to access of this form and other material connected to the Resident Assistant selection process.

_____ I do not waive my right to access of this form and other material connected to the Resident Assistant selection process.

Signature _____

Date _____

TO THE REFERENCE PERSON:

(Applicant's Name) _____ has applied for the position of Resident Assistant in the Valparaiso University residence halls and has given your name as a reference. The role of the Resident Assistant is to help create and facilitate an environment of student learning in the residence halls that integrates and complements the more formal educational activities of the classroom, laboratory, studio, and stage. The Resident Assistant accomplishes this through planned and intentional educational outreach programs, as well as through informal activities. As a peer educator and role model, the Resident Assistant position provides an opportunity to observe and correct undesirable behavior while teaching new skills in problem solving, decision making, and critical thinking; to assist students in taking responsibility for their actions; to orient students to college life and aid in their emotional and academic adjustment; and to help students develop certain social skills and attitudes.

Your honest appraisal of this individual's qualifications and potential to succeed in the Resident Assistant position is greatly appreciated. **Please return this form directly to the applicant or mail to: Resident Assistant Selection, c/o Office of Residential Life, Valparaiso University, 1700 Chapel Drive, 121 Kretzmann Hall, Valparaiso, IN 46383. Reference forms are due no later than November 5, 2008.**

Name of reference person _____

Position/Title _____

Address _____

Phone _____ E-Mail _____

Relationship to applicant _____

Please comment about your observations and perceived ability of the candidate in each area listed on the following page. Please consider the candidate's competency relative to the abilities of other students of similar standing.

Phone- 219.464.5413
Fax- 219.464.5381
Email- reslife@valpo.edu

INITIATIVE: The ease and vigor with which this person approaches a new situation.

Comments:

COOPERATIVENESS: The candidate's ability to work with others.

Comments:

ADAPTABILITY: The candidate's ability to adapt and adjust to new and evolving situations and work environments; ability to accept change and manage personal and organizational transitions.

Comments:

RESPONSIBILITY: The degree to which this person is dependable, reliable, and accurate in his/her work.

Comments:

COMMUNICATION SKILLS: The candidate's ability to express him/herself clearly and articulately, both orally and in writing.

Comments:

CULTURAL SENSITIVITY: The candidate's level of tolerance, understanding, and appreciation of cultural and other differences.

Comments:

EMOTIONAL STABILITY: The candidate's ability to manage emotional responses; even disposition and mood; ability to manage stress; and social adjustment.

Comments:

LEADERSHIP ABILITY: The degree to which this person functions effectively in a leadership role; ability to function as a role model and mentor for others; ability to gain respect, cooperation, and participation from members of a group.

Comments:

Would you hire this person?

___ **Yes**

___ **Yes, but with reservations**

___ **No**

ADDITIONAL COMMENTS/EXPLANATION:

Reference signature _____

Date _____

Valparaiso University

Office of Residential Life

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