

2019-2020 RESIDENT ADVISOR SELECTION PROCESS

How to Apply

- Step 1: Log into union.edu/myhousing using your Union username and password.
- Step 2: Click on the "Applications" tab at the top and select "New Resident Advisor Application".
- Step 3: Read the application information thoroughly as it tells you how to apply for the position.
- Step 4: Sign at the bottom of the information screen.
- Step 5: Answer the questions listed.
- Step 6: Upload in pdf format your cover letter, and resume.

Once you submit the application you will see a confirmation screen and receive an email. After you complete the application you will not be able to submit it again or make changes. Please contact Andrew "Dru" Alvez, Residence Director for the Fox House, at alveza@union.edu if you have any questions as he is in charge of the RA Selection process.

Conditions of Employment

All offers for the RA position are conditional, based on academic performance and student conduct standing for the remainder of the academic year. If an RA new hire drops below the minimum GPA requirement or is found responsible for a violation of Union College's Student Code of Conduct, the RA position offer may be rescinded by the Office of Residential Life.

Information Sessions

All students interested in the RA position must attend one of the RA Information Sessions. We will be holding information sessions on the following dates:

Wednesday November 7, 2018 1pm-2pm Reamer Auditorium
Monday January 14, 2019 1pm-2pm Reamer Auditorium
Wednesday January 16, 2019 1pm-2pm Reamer Auditorium

Resident Advisor Selection Timeline

- RA Job Application Due: Friday, February 1, 2019 at 5:00 PM
- RA Selection Social Mixer: Wednesday, February 6, 2019 at 6:00 PM, Old Chapel
- Individual Interview Day: Saturday, February 16, 2018, College Park Hall
- Group Process Interview Day: Sunday, February 17, 2018 at 10:00 AM, College Park Hall

Resident Advisor Job Description

Being a Resident Advisor (RA) is not only a fun experience, it's an opportunity to be a positive role model and a student leader with students living in your residence hall. The RA position is an opportunity to learn essential skills and responsibilities that will be valuable in your education and in your professional career.

The roles and responsibilities of the Resident Advisor are:

- Develop a sense of community and respectful environment for students living in the residential community.

- Establish and maintain relationships with residents by being available and approachable in the residential community.
- Plan and implement at least 3 individual programs per term while also having motivational 1-on-1 interactions with all of your residents.
- Participate in one large-scale building-wide program with the entirety of a building staff.
- Create two bulletin boards per term, and one set of door decorations each term for your residents.
- Mediate roommate conflicts and address resident concerns.
- Be knowledgeable about resources on campus and refer students appropriately.
- Confront and document College and Housing policy violations in the residential community.
- Respond to emergency and critical incidents involving residents related to health, safety, and security issues.
- Provide overnight on-duty coverage in the residential community (avg. at least 1 night per week), including rounds (2-3 rounds during the evening) and being available and visible in the community to residents.
- Foster communication and community among residents and fellow staff members.
- Communicate regularly with Residence Director (supervisor) and College administrators.
- Maintain a positive attitude and support for Residential Life and Union College while working as an agent of the College.
- Demonstrate appropriate and responsible behavior at all times, both inside and outside your designated area, and follow all policies and procedures set forth by the College.
- Work and collaborate with other offices on campus, including, but not limited to, Facilities, Campus Safety, Dean of Student's Office, Multicultural Affairs, Health Services, Counseling Center, and Becker Career Center.
- Attend weekly staff meetings (avg. 1 hour meeting).
- Complete Life Safety Room Inspections each term.
- Complete all administrative paperwork required.
- Assist with and attend Hall Opening and Hall Closing each term.
- Conduct check-in's and check-out's as students are moving in and out of their rooms each term.
- Attend and participate in Fall Training (third week of August) and Winter Training (January, 2019).
- Attend and participate in all In-Service Trainings.
- Balance time and responsibilities of RA position, academics, and extra-curricular activities effectively.
- Maintain at least a 2.5 cumulative and term GPA.