

## **2016-2017 RESIDENT ADVISOR APPLICATION REQUIREMENTS:**

All RA applications must be submitted are required to submit the following items, in order as shown below, by Monday, January 25, 2016 by 5:00 PM to the Office of Residential Life.

### **1. INFORMATION SESSION:**

Please attend one (1) RA Information Session. These are approximately thirty (30) to forty-five (45) minutes and take place in Reamer Auditorium during the following dates & times:

- Tuesday, November 3 (Fall Term - Week 8), 6 p.m.
- Tuesday, January 19 (Winter Term – Week 3), 1 p.m.
- Tuesday, January 19 (Winter Term – Week 3), 6 p.m.
  - ❖ If you are not able to make any of these times please make a note of this on the last page of the application packet.

### **2. APPLICATION FORM:**

- a. Complete the Resident Advisor application form

### **3. COVER LETTER:**

- a. Submit a one-page, single-spaced, single sided cover letter addressing the following areas:
  - Your reasons for applying for the RA position
  - Your personal or professional goals as an RA and what you have already done prior to obtaining the RA position to begin accomplishing those goals.

### **4. RESUME:**

- a. Please attach a resume that includes your employment experience and unpaid leadership/volunteer experience that you have had within the last three years that you feel contributes to your qualifications to hold this position.

### **5. ESSAY QUESTIONS:**

Please answer the following application questions to the best of your abilities. Type your answers in a separate Word document (3 page limit, double-spaced, 1" margins) and staple to this application.

1. Describe three of your strengths that will enhance your roles and responsibilities as a Resident Advisor. How will your strengths and abilities help you develop a sense of community with your residents? What challenges do you think you will face?
2. Describe what the definition of a community is to you. How will you work to build an inviting, inclusive and intellectual community in your hall that will incorporate student development and learning?
3. Go online and look up the Mission Statement of the Office of Residential Life; then explain what this mission statement means to you. Describe how you will integrate the Mission Statement into your roles and responsibilities as a Resident Advisor.

### **6. REFERENCE LETTERS:**

- a. Please submit a Faculty, Professional and RA recommendation letter (included at the end of the application packet). RA recommendation should be completed by a current RA.

# Resident Advisor Job Application

## Office of Residential Life

### 2016 - 2017

#### Resident Advisor Selection Timeline

RA Job Application Due: Monday, January 25, 2016 at 5:00 PM  
RA Selection Social Mixer: Wednesday, February 3, 2016 at 6:00 PM, Old Chapel  
Invitations for Individual Interview Sent out: Thursday, February 4, 2016  
Individual Interview Day: Saturday, February 6, 2016 at College Park Hall  
Group Process Interview Day: Sunday, February 7, 2016 at 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 residence hall.
- Establish and maintain relationships with residents by being available and approachable in the residence hall.
- 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 residence hall.
- Respond to emergency and critical incidents involving residents related to health, safety, and security issues.
- Provide overnight on-duty coverage in the residence hall (avg. at least 1 night per week), including floor rounds (2-3 rounds during the evening) and being available and visible in the residence hall 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 hall, 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 in the residence hall (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, 2017**).
- Attend and participate in one of the Residential Life committees, including RA Training, RA Selection, Multicultural Liaisons, Sophomore Year Experience, Career Liaisons, and Health Liaisons.
- Balance time and responsibilities of RA position, academics, and extra-curricular activities effectively.
- Maintain at least a 2.5 cumulative and term GPA.

#### Residential Life Mission Statement

The Office of Residential Life at Union College supports the missions of the College and the Division of Student Affairs by providing a living environment that fosters personal development, cultivates opportunities for student learning outside the classroom, encourages global responsibility, and develops engaged, active citizens through service to the community.

# Application General Information

# \_\_\_\_\_

Please complete the following general information questions. Answer the questions as thoroughly as possible. If the question does not apply to you, please write "N/A" for not applicable. Resumes are not required with this application. However, if you are including your resume, please staple your resume to this application.

**Full Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_ **Current Class:** Fr. So. Jr. Sr.

**Email:** \_\_\_\_\_@union.edu **Cell:** \_\_\_\_\_ **Residence Hall:** \_\_\_\_\_

**Room #:** \_\_\_\_\_ **Box #:** \_\_\_\_\_ **Anticipated Graduation Month/Year:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

**Fall 2015 GPA:** \_\_\_\_\_ **Cumulative GPA:** \_\_\_\_\_

If you are planning to participate in any Term Abroad programs (including mini-term) for 2016-2017, please list term and location:

- |  |                         |
|--|-------------------------|
| <input type="checkbox"/> <b>Fall Term 2016</b>   | Location/Program: _____ |
| <input type="checkbox"/> <b>Winter Term 2017</b> | Location/Program: _____ |
| <input type="checkbox"/> <b>Spring Term 2017</b> | Location/Program: _____ |

If you are a transfer student, please list your previous institution:

\_\_\_\_\_

\_\_\_\_\_

Do you have a judicial (disciplinary) history with Union College? If you have been found responsible for any policy violations, please list date, event, sanction, and any additional information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you been an RA in the past? If yes, please list date and institution/location:

\_\_\_\_\_

\_\_\_\_\_

List your involvement in any activities, organizations, or sports at Union College and/or the surrounding community. If you hold a leadership position, please list your title:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any of your certifications and/or language skills (if applicable):

\_\_\_\_\_

\_\_\_\_\_

List current and previous employment, and include dates, title, organization/institution, and duties:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Reference Forms

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Attached to the Resident Advisor Job Application are three **Reference Forms**. Please distribute and collect the Reference Forms from (a) one faculty reference, (b) one professional reference, and (c) one current Resident Advisor reference.

*Faculty references* can be from current or previous college institutions. *Professional references* can be from current or previous employers, coworkers, volunteer organizations, religious organizations, coaches, or any other individuals, excluding family and close friends, that can provide professional feedback regarding your character, leadership abilities, and professional experiences. *Resident Advisor references* should be from RA's of current or previous residence halls where you've lived.

## Conditions of Employment

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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.

## Application Deadline

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The RA Applicant is responsible for completing and collecting all application materials. Completed **Resident Advisor Job Applications** and **Reference Forms** are due to the Office of Residential Life in Reamer 409 no later than **Monday, January 25, 2016 by 5:00 PM**. Applications must be complete in order to be considered for the Resident Advisor position. **You are strongly encouraged to submit your individual application and all reference forms at the same time, to ensure your application is complete. However, we will accept reference forms individually as long as your name is clearly printed on the outside of the envelope.** Late submissions **will not** be accepted.

The Office of Residential Life reserves the right to examine the applicant's transcripts and judicial records to determine their eligibility and qualifications. The Office of Residential Life reserves the right to contact the references submitted in this application, as well as the applicant's academic advisor. The applicant's signature below affirms his/her acceptance and agreement of these terms.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Faculty Reference Form

Resident Advisor Job Application  
Office of Residential Life  
Union College

Name of RA Applicant: \_\_\_\_\_

## **To the Recommender:**

The applicant named above is applying for the Resident Advisor (RA) position at Union College. The role of the Resident Advisor is to develop a sense of community and a respectful environment for students living in the residence halls. In order to be successful, RA's must have or are committed to developing solid communication and organizational skills, the ability to work well with others, an awareness and acceptance of the differences and uniqueness of others, positive leadership skills, and strong time management skills.

The purpose of this form is to assist the RA Selection Committee in evaluating applicants for the RA position.

Please complete the **Faculty Reference Form** based on your knowledge, experiences, direct observations, and professional relationship with the applicant.

Thank you for taking the time to complete this form and support the RA Applicant in this professional opportunity.

\_\_\_\_\_  
Reference's Full Name

\_\_\_\_\_  
Job Title/Department

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

How long have you known the applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How well do you currently know the applicant?

- Know **very well** through personal contacts in and out of the classroom or office.
- Know **moderately well** through contact in the classroom or office.
- Know **somewhat well**, but have had **minimal interactions**.
- Have **never had any interaction** with the RA Applicant.

*When you have completed this form, please seal the form in an envelope, sign your name across the seal, and then **return the envelope to the applicant**. The applicant will then turn in the form along with his/her other application materials.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Areas of Interest

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Please briefly comment on your assessment of the applicant's skill and ability in each area listed below. If you are unfamiliar with or cannot comment on a specific area, please write "N/A" for not applicable. Give specific examples where appropriate.

**Communication Skills:** *Consider the applicant's ability to understand and express new ideas; assertiveness, listening skills, resourcefulness.*

Comments:

**Teamwork:** *Consider the applicant's ability to work within a team-oriented setting, and how he/she create or contribute in a collaborative effort.*

Comments:

**Critical Thinking:** *Consider the applicant's ability to analyze, problem-solve, and think critically about situations and their ability to provide constructive, detailed feedback.*

Comments:

**Diversity Awareness:** *Consider the applicant's awareness and understanding of differences based on global culture, religion, race, ethnicity, gender, sexual orientation.*

Comments:

**Leadership Qualities:** *Consider the applicant's personal initiative, ability to motivate others, use authority responsibly, and to take charge of situations that need to be resolved.*

Comments:

**Time Management:** *Consider the applicant's organizational skills, ability to handle multiple tasks, timeliness.*

Comments:

**Maturity:** *Consider the applicant's ability to deal effectively with peers, even in difficult situations, and the confidence to make judgments and decisions independent of peer pressure.*

Comments:

**Limitations:** *Consider the applicant's limitations/ areas in need of improvement that can be developed and overcome in the RA position.*

Comments:

**Additional Comments:**

# Professional Reference Form

Resident Advisor Job Application  
Office of Residential Life  
Union College

Name of RA Applicant: \_\_\_\_\_

## **To the Recommender:**

The applicant named above is applying for the Resident Advisor (RA) position at Union College. The role of the Resident Advisor is to develop a sense of community and a respectful environment for students living in the residence halls. In order to be successful, RA's must have or are committed to developing solid communication and organizational skills, the ability to work well with others, an awareness and acceptance of the differences and uniqueness of others, positive leadership skills, and strong time management skills.

The purpose of this form is to assist the RA Selection Committee in evaluating applicants for the RA position.

Please complete the **Professional Reference Form** based on your knowledge, experiences, direct observations, and professional relationship with the applicant.

Thank you for taking the time to complete this form and support the RA Applicant in this professional opportunity.

\_\_\_\_\_  
Reference's Full Name

\_\_\_\_\_  
Job Title/Department

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

How long have you known the applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How well do you currently know the applicant?

- Know **very well** through personal contacts in and out of the classroom or office.
- Know **moderately well** through contact in the classroom or office.
- Know **somewhat well**, but have had **minimal interactions**.
- Have **never had any interaction** with the RA Applicant.

Based on your previous interactions with the applicant, please select one of the following:

- I **recommend** this applicant for the RA position.
- I recommend this applicant for the RA position, **but with reservations**.
- I **do not recommend** this applicant for the RA position.

*If you have reservations or did not recommend this candidate, please elaborate here:*

***When you have completed this form, please seal the form in an envelope, sign your name across the seal, and then return the envelope to the applicant. The applicant will then turn in the form along with his/her other application materials.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Areas of Interest

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Please briefly comment on your assessment of the applicant's skill and ability in each area listed below. If you are unfamiliar with or cannot comment on a specific area, please write "N/A" for not applicable. Give specific examples where appropriate.

**Communication Skills:** *Consider the applicant's ability to understand and express new ideas; assertiveness, listening skills, resourcefulness.*

Comments:

**Teamwork:** *Consider the applicant's ability to work within a team-oriented setting, and how he/she create or contribute in a collaborative effort.*

Comments:

**Critical Thinking:** *Consider the applicant's ability to analyze, problem-solve, and think critically about situations and their ability to provide constructive, detailed feedback.*

Comments:

**Diversity Awareness:** *Consider the applicant's awareness and understanding of differences based on global culture, religion, race, ethnicity, gender, sexual orientation.*

Comments:

**Leadership Qualities:** *Consider the applicant's personal initiative, ability to motivate others, use authority responsibly, and to take charge of situations that need to be resolved.*

Comments:

**Time Management:** *Consider the applicant's organizational skills, ability to handle multiple tasks, timeliness.*

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**Maturity:** *Consider the applicant's ability to deal effectively with peers, even in difficult situations, and the confidence to make judgments and decisions independent of peer pressure.*

Comments:

**Limitations:** *Consider the applicant's limitations/ areas in need of improvement that can be developed and overcome in the RA position.*

Comments:

**Additional Comments:**



# RA Reference Form

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Office of Residential Life  
Union College

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The purpose of this form is to assist the RA Selection Committee in evaluating applicants for the RA position.

Please complete the **RA Reference Form** based on your knowledge, experiences, direct observations, and professional relationship with the applicant.

Thank you for taking the time to complete this form and support the RA Applicant in this professional opportunity.

\_\_\_\_\_  
Reference's Full Name

\_\_\_\_\_  
Residence Hall

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

How long have you known the applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How well do you currently know the applicant?

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- I **do not recommend** this applicant for the RA position.

\_\_\_\_\_  
*If you have reservations or did not recommend this candidate, please elaborate here:*

*When you have completed this form, please seal the form in an envelope, sign your name across the seal, and then **return the envelope to the applicant**. The applicant will then turn in the form along with his/her other application materials.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Areas of Interest

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Comments:

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Comments:

**Limitations:** *Consider the applicant's limitations/ areas in need of improvement that can be developed and overcome in the RA position.*

Comments:

**Additional Comments:**