

2017-2018 RESIDENT ADVISOR RE-APPLICATION REQUIREMENTS:

All staff members who are re-applying are required to submit the following items, in order as shown below, by Monday, January 9, 2017 by 5 PM to the Office of Residential Life.

1. RE-APPLICATION FORM:

- a. Complete the Resident Advisor Re-Application Form.

2. COVER LETTER:

- a. Submit a one-page, single-spaced, single sided cover letter addressing the following areas:
 - Your reasons for wanting to return to the RA position
 - Your personal or professional goals and examples of how you have progressed toward attaining them since assuming the Resident Advisor position
 - How you have utilized your five strengths in the RA position

3. RESUME:

- a. Please attach a resume, which 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. Your RA experience should be included.

4. PORTFOLIO REVIEW:

The Re-Application process will be reviewed during staff meetings so that everyone is familiar with the process. Creating a portfolio helps you realize the accomplishments you have made as well as explain to others your accomplishments that they may not realize.

Portfolio Guidelines and Requirements:

- Portfolio materials must be presented in a neatly labeled and organized 3-ring binder.
- Portfolio must contain all application documents, including Application Form, Cover Letter, Resume, Recommendation Letter, and Creative Piece, all in plastic sleeves.
- Portfolio must include separate labeled chapters for each year you have worked as an RA, to show growth.
- Within each chapter, you must include the following sections:
 - **Programming Section:** Should be labeled and include a document describing each program (active and passive) you have planned and implemented (1-2 paragraphs for each, listed by term). Include all related program flyers, advertisements, and photographs from the events.
 - **Bulletin Board Section:** Should be labeled and include a document briefly describing each bulletin board you created, listed by term. Include where you drew your inspiration for them from, residents reactions/comments, and photographs of your completed boards.
 - **Door Dec Section:** Should be labeled and include a document briefly describing each set of door decs you created, listed by term. Include where you drew your inspiration for them from, residents reactions/comments, and photographs of your creations.
 - **Creative Piece(s) Section:** Address the following questions in any format you would like (Essay, PowerPoint presentation, an artistic approach, etc.) to showcase your unique skills and approach to the RA position including:

- ✓ What have you learned in your time as an RA this past term / year?
- ✓ What advice would you give to a new RA starting out?
- ✓ What has been the best and what has been the most challenging aspect of the position?

6. DISCUSSION QUESTIONS:

Please formulate answers to the following questions. These do not have to be formally written, but please know that your discussion with a professional staff member will center on these topics.

- How would you rate your administrative qualities? What administrative duties have you done in the past and how do you see that improving over the course of the upcoming year?
- Describe a situation when you showed a high level of decision-making in your hall this year (could include areas of maturity, sound judgment, emotional stability, flexibility, and willingness to accept responsibility).
- Some returning RAs will live in upper-class areas while others will be in First Year areas on campus. All Returning RAs will be leaders on their RA staff. In the role of a returning RA, how will you keep yourself and your residents engaged given the possible locations you could be placed in?
- Explain how you are able to build and maintain a community that interacts with other members regardless of age, race, beliefs, socio-economic status, sexual orientation, gender or ethnicity. How will you continue to incorporate multicultural awareness and diversity into your community?
- What do you consider to be your biggest limitation in the position and how do you plan on addressing and improving it?

TIMELINE OF RA RE-APPLICATION PROCESS:

Applications Available: Week 5, Fall Term

Portfolios & Applications Due to the Office of Residential Life: Monday, January 9th at 5:00 PM

Returner Re-Interviews: January 23-27, 2017

Selection Announcements Sent Out via E-mail: February 21, 2017

2017-2018 Returning RA Application Form

Submit with your Portfolio by Monday, January 9, 2016 by 5:00pm

RA Name: _____

Number of Years on Staff (*including this year*): _____

Current Hall Assignment: _____

Current Class: So. Jr. Sr.

General Information

1. Are you interested in re-applying for the RA position for the 2017-2018 academic year? (*If NO, sign and return.*)

____ YES ____ NO

2. Are you planning to go on a term abroad (non-mini-term) during the 2016-2017 academic year? (*Check all that apply*)

Fall Term 2017 Location/Program: _____

Winter Term 2018 Location/Program: _____

Spring Term 2018 Location/Program: _____

No, I am not planning on going on a term abroad.

3. I prefer to be assigned to the following areas: (*Rank "1" for first choice, "2" for second choice, and "3" for third choice, etc.*)

____ First Year (Davidson/Webster, Richmond, West College)

____ Upper Class (College Park Hall, Fox House, Apartments)

4. List any activities outside of the RA position, both on campus and off, that you plan to be involved in next year:

Club/Organization	Title (<i>if applicable</i>)	Time Commitment (<i>in hrs/week</i>)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand that by submitting this application I am not guaranteed a position and I am not guaranteed to get my first choice of building. I also understand that my future employment with the Office of Residential Life at Union College is contingent upon the following: continued performance in my current position; employment evaluation; academic performance and student conduct standing.

RA Signature: _____

Date: _____