

## Summer Resident Assistant Application 2017

The Office of Residential Life at Union College is looking to staff residence halls during the Summer. We are seeking enthusiastic students who have the desire to interact and work with our unique summer population. All SRA applicants are required to submit the following items, in order, as shown below. Please bring your completed application to the Residence Life Office by April 26<sup>th</sup>, 2017.

### **1. APPLICATION FORM:**

Complete the Summer Resident Advisor application form

### **2. ESSAY QUESTIONS:**

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

- 1) What skills do you possess that will make you an engaging and exceptional SRA?
- 2) What are some of your goals and programming ideas to help build your summer residential community?
- 3) Describe three challenges that you might face as an SRA?

**Summer Resident Advisor Job Application**  
**Office of Residential Life**  
**Summer 2017**

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**Summer Resident Advisor Selection Timeline**

SRA Job Application due April 26<sup>th</sup>, 2017  
Individual Interview Offers Sent Out – April 28<sup>th</sup>, 2017  
SRA Decision Letters Sent Out – May 12<sup>th</sup>, 2017  
SRA Accept/Decline due to Res Life Office – May 15<sup>th</sup>, 2017

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**Summer Resident Advisor Job Description**

Being a Summer Resident Advisor (SRA) 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 SRA position is an opportunity to learn essential skills and responsibilities that will be valuable in your education and in your professional career. SRA's are responsible for all facets of residential life throughout the summer program, including programming and maintaining a positive environment for students living in the residence halls.

The roles and responsibilities of the Summer Resident Advisor include but are not limited to 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 a social program bi-weekly that incorporate our core values..
- Create a set of door decorations for your summer residents.
- Respond to emergency and critical incidents involving residents related to health, safety, and security issues.
- Foster communication and community among residents and fellow staff members.
- Communicate regularly with Residence Director (supervisor).
- Maintain a positive attitude and support for Residential Life and Union College while working as an agent of the College.
- Confront and document College and Housing policy violations in the Residence Hall.
- 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.
- Complete Room Condition Reports for each room in your building.
- Complete all administrative paperwork required.
- Conduct check-in's and check-out's as students are moving in and out of their rooms each term.
- Balance time and responsibilities of SRA position, academics, and extra-curricular activities effectively.
- Maintain 10 main office hours each week in Reamer 409.

### **Residential Life Mission Statement**

The Office of Residential Life at Union College supports both the mission of the college and that of the division of Student Affairs by providing an inclusive living environment that fosters personal development and cultivates opportunities for student learning that complement the academic curriculum. The residential experience encourages social responsibility, cultural competence, and develops engaged citizens during their time at Union and beyond.

### **Summer RA Application 2017 – 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.

<b>Full Name:</b> _____	<b>ID #:</b> _____	<b>Current Class:</b> Fr. So. Jr. Sr.
<b>Email:</b> _____@union.edu	<b>Cell:</b> _____	<b>Residence Hall:</b> _____
<b>Room #:</b> _____	<b>Box #:</b> _____	<b>Cumulative GPA:</b> _____

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 a Residential Life Staff member before:	YES	NO	
Have you been hired to be on staff for Fall 2016?	YES	NO	N/A

Please detail below time commitments you expect to be involved with this summer. Include jobs, classes, research, other activities, etc.

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### Conditions of Employment

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

### Application Deadline

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The SRA Applicant is responsible for completing and collecting all application materials. Completed **Summer Resident Advisor Job Applications** are due to the Office of Residential Life in Reamer 409 no later than **April 26th, 2017 by 5:00pm**. Applications must be complete in order to be considered for the SRA position.

The Office of Residential Life reserves the right to examine the applicant's transcripts and judicial records to determine their eligibility and qualifications. The applicant's signature below affirms his/her acceptance and agreement of these terms.

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

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