

2022-2023 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.

IMPORTANT: There is one (1) Google Form: upload your essay, cover letter, and resume, and reference contact information

Step 4: Sign at the bottom of the information screen.

Step 5: Answer the questions listed.

Step 6: Go to the Google Form (<https://forms.gle/a1Uw9cy1xc5bTPKY9>)

Step 7: Upload in pdf format your cover letter, and resume.

Once you submit the application, you will see a confirmation screen and receive an email. Please contact Amanda Mitchell, Residence Director of College Park Neighborhood & Theme Houses, mitchea2@union.edu, if you have any questions about the RA Selection process.

Reference Information

In order to apply you must obtain three positive references 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, but are not limited to, RA's of current or previous residence halls where you have lived.

Please let your references know that they will be contacted by our committee anytime between the submission of your application and February 4th, 2022.

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 found responsible for a violation of Union College's Student Code of Conduct, the Office of Residential Life may rescind the RA position offer.

Information Sessions

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

Wednesday January 5th @12:50PM - 1:50PM location: Davidson front south lounge

Friday January 7th, 2022 @5:00PM - 6:00PM location: CPH first floor lounge

Monday January 10th @ 4:00PM - 5:00PM location: West 2nd floor south side lounge
Friday January 14th, 2022 @ 5:00PM - 6:00PM location: North side lounge
Wednesday January 19th, 2022 @12:50PM - 1:50PM location: Reamer Auditorium
Monday January 24th @4:00PM - 5:00PM location: Richmond Basement

Resident Advisor Selection Timeline

Application Due through Housing Portal: Friday, January 28th, 2022 at 5:00 PM

Portfolios Application due via Google form: Friday, January 28th, 2022 at 5:00 PM

Group Process: Sunday, February 6th, 2022 8:00AM - 12:00PM

Interviews: Sunday, February 6th, 2022 1:00PM - 6:00PM

Selection Announcements Sent Out via E-mail: Monday, February 14, 2022 at 5:00PM

Decisions Due to Main Office: Friday, February 25th, 2022 at 5:00PM

Resident Advisor Job Description

Being a Resident Advisor (RA) is not only a fun experience, it is 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 multiple programs with your fellow RAs every 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 the 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 Students 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 (late August)
- Attend and participate in all In-Service Trainings.
- Balance time and responsibilities of RA position, academics, and extracurricular activities effectively.
- Maintain at least a 2.5 cumulative and term GPA.