



UNIVERSITY OF HARTFORD

Division of Student Affairs
Office of Residential Life

Resident Assistant Information Packet Mid-Year Appointment (Spring 2010)

Dear Applicant:

On behalf of the Office of Residential Life, I would like to thank you for your interest in applying for the Resident Assistant position for the Spring 2010 semester. The Office of Residential Life believes in selecting highly skilled and motivated individuals to be part of our dynamic team! Our mission is “to encourage community, diversity, and responsibility through challenging and supporting residential students and supporting the entire university community.” You can help us fulfill this mission by becoming an integral part of our staff. Furthermore, you will have the ability to develop a community of residents, collaborate with a team, and learn about yourself!

The Office of Residential Life is looking for individuals who are interested in becoming a leader in their community and who can define and articulate their motivation, expectations, and desire for learning. The RA position is one of the most important and sought after student leadership positions on our campus, it also requires a high degree of responsibility, commitment, and dedication.

As you begin to review and complete the Resident Assistant application, please read the enclosed information *carefully and thoroughly*. Candidates interested in the RA position will be required to submit their application no later than 4:30pm on November 13, 2009. Students who are currently classified as freshmen are not eligible to apply for a mid-year position. No applications will be accepted after the deadline. In addition to the completion of this application, you must **enroll and participate in EDG 310 for the Spring 2010 semester**. The last day to register for this course is January 19, 2010.

I thank you for your interest in the Residential Life program at the University of Hartford and wish you luck in the selection process. Should you have any questions, do not hesitate to contact me or talk to your RA, RD or visit the Office of Residential Life (Located behind F Complex).

Sincerely,

Shawn A. McQuillan
Assistant Director of Residential Life
mcquillan@hartford.edu
860-768-7796

Mailing Address: 200 Bloomfield Avenue ▪ West Hartford, Connecticut, 06117
Campus Location: The Office of Residential Life ▪ Central Office, F-Complex ▪ <http://uhaweb.hartford.edu/reslife>
(860) 768-7792 ▪ Fax (860) 768-7902

APPLICATION ELIGIBILITY

To be eligible for the RA position, you must:

- Be enrolled as a full-time undergraduate (minimum of 12 credits) student and/or continuing a program from your undergraduate studies (Physical Therapy, etc.) [Freshmen are currently not eligible to apply for a mid-year RA position];
- Maintain at least a 2.5 cumulative & semester grade point average at the time of application & for the Spring 2010 semester (Transfer students must provide an official copy of their transcript from previous institutions);
- Not be found responsible for significant or repeated violations of University Code of Student Conduct. Student Conduct records will be reviewed;
- Recognize the Resident Assistant position as your primary non-academic responsibility. Scheduling of staff meetings, duty nights, supervision and all other RA duties takes precedence over all other non-academic commitments.

APPLICATION REQUIREMENTS

To receive full consideration for the Resident Assistant position, you must:

- Complete your application online. Either email or deliver a printed copy of your application to the Office of Residential Life by **Friday, November 13th by 4:30pm** for consideration.
- Enroll, pass, and complete **EDG 310: Residential Education and the College Aged Student** for the Spring 2010 semester. All candidates/RAs must pass this class with nothing lower than a C. Any candidate that places this course on credit/no-credit must receive credit in order to be eligible for the RA position.
- Participate in an individual interview (You will be contacted via email to schedule an interview with a staff member from the Office of Residential Life).

SPECIAL NOTE: If you are hired as a Resident Assistant be aware that Room and Board is considered part of your Financial Aid Package and can directly effect how much financial aid you will receive. For more information about the impact please consult the Financial Aid Office.

RESIDENT ASSISTANT MID-YEAR HIRE **SELECTION PROCESS TIMELINE**

Please note the important dates listed below:

November 2 nd	RA Applications Available Online at: http://uhaweb.hartford.edu/reslife/
November 13 th	Application Deadline
November 16 th – December 1 st	RA Candidate Individual Interviews
December 3 rd	Decision Letters Sent Out to your Hartford Email
December 7 th	RA Acceptance Forms and RA Wait List Forms Due Back to the Office of Residential Life
January 20 th	EDG 310 Course (2 Credits) Begins

NOTE: This is the 2009-2010 Resident Assistant position description. Currently this position description is being revised. The revised version of the Resident Assistant position for the 2010-2011 academic year will be published at a later date this semester. Every candidate that applies for the job will be provided the revised job description via email and will need to apply for rehire for next year.



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Resident Assistant Position Description 2010-2011

The Resident Assistant (RA) is a key member of The Office of Residential Life Staff. The RAs responsibility, under the direction of the Resident Director (RD), to assist student residents, serve as a resource person, plan and implement programs, and enforce policies, and assist with administrative tasks. RAs are expected to assign priority to their RA position over all other non-academic activities. Preference will be given to candidates with less than 15 hour per week of additional employment and extra-curricular activities.

Serving as an RA requires active interest and participation in all aspects of residential living. The RA position is an academic-year appointment beginning on **Monday, August 17, 2009**. Re-application is necessary for the following year, and continued employment is dependent on performance and a recommendation from your RD.

The RA is required to fulfill the requirements listed below for appointment to and continued employment within the Office of Residential Life.

General Requirements

- A. Dates of employment are from August 17, 2009 at 8:00 am to 5:00 pm (the day following Commencement).
- B. Register and maintain a minimum of 12 undergraduate credit hours; must be registered as a full-time student by the set deadlines provided by the Office of Residential Life;
- C. Maintain a cumulative GPA of 2.5. In addition, a 2.5 GPA must also be maintained for every semester of employment. If an RAs GPA drops below a 2.5 for the semester, the RA will be placed on probationary status for the following semester. The RA has that semester to raise their GPA or removal from the position is possible;
- D. Inform their supervisor in advance if they plan on leaving campus for more than 3 days;
- E. Limit additional employment to ten hours per week (on or off campus). Additionally, an RAs involvement in internships, student teaching, independent projects, athletic activities, and other extra-curricular on or off-campus activities must be approved by the Resident Director of area;
- F. Successfully pass (receive a minimum of a B-) and receive credit for the EDG 310 Resident Assistant Course;
- G. Re-application is necessary for the following year, and continuing employment is dependent on performance and a recommendation from your Resident Director.

Community Builder/Educator:

- A. Be present and visible in the halls/communities on a regular basis;
- B. Become acquainted with and recognize all members of the floor/apartment community;
- C. Work to create Community Standards among residents;
- D. Survey programming interests of residents;
- E. Plan, organize and implement both passive and active programs in conjunction with the Office of Residential Life programming model;
- F. Complete program proposals and evaluations within timeline assigned by RD;
- G. Assist in planning, organizing, and implementing area wide programs;
- H. Be available for all residents for concerns and issues;
- I. Act as an appropriate referral agent for students;
- J. Hold community meetings as determined by the Resident Director;

K. Role model ethical behavior and decision making at all times.

Policy Enforcer

- A. Perform on duty responsibilities (on a rotating schedule), including necessary rounds, documentation, and emergency response. RAs are on duty from 7:00pm- 8:30am Monday-Thursday, 7:00 pm-7:00 pm Friday-Sunday, holidays and emergency class cancelation days; duty resumes at 12 pm on Sunday following break periods. Perform on duty responsibilities (on a rotating schedule), including necessary rounds, documentation, and emergency response. A minimum of one hour of a duty shift will be completed in the area office “duty box” at the beginning of every duty shift.;
- B. Consistently confront policy infractions immediately and assertively;
- C. Document all concerns immediately through an Incident Communication Form or duty log and turn in reports to the RD by the end of duty shift.
- D. Adhere to the regulations and guidelines listed in The Source (Student Handbook), and all Residential Life policies set forth in the University Housing Contract;
- E. Contact RD on duty or Public Safety when necessary.

Administrator

- A. Assist with the following administrative tasks:
 1. New RA Selection;
 2. Room Selection;
 3. Fall, Winter, and Spring Openings and Closings;
 4. Annual Spring Fling Event (not included in duty shifts)
- B. Stay late and return early for Thanksgiving, Winter, and Spring breaks as determined by the Resident Director;
- C. Manage a functional area within the area staff. Functional areas may include but are not limited to duty scheduling, Residence Hall Association (RHA) representative, and various administrative responsibilities;
- D. Complete necessary report forms (i.e. Census, Room Condition Reports, Surveys, Health & Safety inspections, Incident Communication Forms);
- E. Attend and participate actively in all paraprofessional training and development hosted by The Office of Residential Life, including:
 - a. RA Summer Training;
 - b. RA Winter Renewal (mid-year);
 - c. RA In-Services
 - d. Monthly All Staff Meetings;
 - e. Developmental sessions (i.e. staff meetings, one on one supervision, staff retreats);
 - f. Departmental banquets.
- F. Be on time for all meetings, programs, One on One supervision meetings, and “on duty” responsibilities;
- G. Be responsible for release key, master key, and/or swipe card for lock out purposes. Loss of release key, master key and/or key swipe could result in automatic termination from the RA position.
- H. Report maintenance and facility concerns appropriately.
- I. Assist with office hour rotation in the main ORL office from 4:30pm to 6:45pm Monday – Friday.

Additional Responsibilities

- A. Act as a role model and representative of the Office of Residential Life and the University of Hartford, both within and outside the residential community;
- B. Perform any other related responsibilities or duties as assigned by RDs or The Office of Residential Life.

It is essential that each Resident Assistant perform all expectations listed on this job description. In the event that a staff member does not fulfill the responsibilities of the position, the Progressive Discipline Process (PDP) will be used to address and correct the performance issue.

Compensation for the Resident Assistant position includes a housing assignment in a single room. Please note that exceptions may be made for unforeseen circumstances. In addition, Resident Assistants receive a Student Leader meal plan, which consists of 175 meals and 250 Dining Dollars per semester.

**RA compensation is considered as part of the Student’s Financial Aid package. Please speak to your Financial Aid representative if applicable.*