



# UNIVERSITY OF HARTFORD

Division of Student Affairs  
Office of Residential Life

## Resident Assistant Application 2009-2010

Dear Prospective Candidate:

On behalf of the Residential Life Selection and Recruitment Committee, I would like to thank you for your interest in applying for the Resident Assistant position. The Office of Residential Life believes in selecting highly skilled and motivated individuals to be part of our dynamic staff! 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 serious about the RA position and 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 and commitment.

As you begin to review and complete the Resident Assistant application, please read the enclosed information *carefully and thoroughly*. **Completed applications must be returned to The Office of Residential Life (behind F Complex) no later than Monday, February 2nd at 4:30 pm.** Applications will not be accepted after deadline. In addition to the completion of this application, you must **enroll in and attend EDG 310 for the Spring of 2009.**

Remember, the only piece missing is you!

Sincerely,

Maureen Genoa  
Assistant Director  
Residential Life  
[genoa@hartford.edu](mailto:genoa@hartford.edu)  
860-768-7796

## 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.);
- Maintain at least a 2.5 cumulative & semester grade point average at the time of application & for the fall of 2008 (Transfer students must provide an official copy of transcript from their previous institution.);
- 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 on line and deliver a printed copy to the Office of Residential Life by **Monday, February 2nd at 4:30 pm;**
- For those candidates interested in being a Hawk Hall Resident Assistant, complete the additional requirements for the Hawk Hall process (see Hawk Hall Resident Assistant information pages 5-6 of this packet.) **IF YOU ARE NOT INTERESTED IN BEING A RESIDENT ASSISTANT IN HAWK HALL, THEN YOU DO NOT NEED TO COMPLETE THE ADDITIONAL REQUIREMENTS.**
- Enroll in and complete EDG 310:** Residential Education and the College Aged Student for the Spring 2009 Semester. *The group interviews will take place during the two credit, 10-week course;*
- Participate in an individual interview.

## RESIDENT ASSISTANT SELECTION TIMELINE

### Please note the important dates listed below.

|  |   |
|--|---|
| December 2 <sup>nd</sup> & 4 <sup>th</sup>       | Information Sessions<br><a href="http://uhaweb.hartford.edu/reslife/">http://uhaweb.hartford.edu/reslife/</a> |
| January 21 <sup>st</sup> -March 26 <sup>th</sup> | EDG 310 Course  |
| Monday, Feb. 2, 2009                             | <b>*Applications Due at 4:30 pm*</b>  |
| Feb. 23 <sup>rd</sup> -March 6th, 2009           | New Applicant Interviews  |
| Friday, March 27th, 2009                         | <b>Decisions Letters Available</b>  |



## UNIVERSITY OF HARTFORD

### Division of Student Affairs Office of Residential Life

# Resident Assistant Position Description 2009-2010

The Resident Assistant (RA) is a key member of The Office of Residential Life Staff. The RA's 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;
- 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 RA's 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 RA's 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 (minimum of 70%) 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 cancellation 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. Monthly All Staff Meetings;
  - d. Developmental sessions (i.e. staff meetings, one on one supervision, staff retreats);
  - e. 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.*



UNIVERSITY OF HARTFORD



## UNIVERSITY OF HARTFORD

### **Information for RA Candidates Hawk Hall Regarding the Residential Learning Communities (RLCs)**

Hawk Hall comprised of seven distinct residential learning communities, or RLCs (see attached). These RLCs will have different staffing patterns, programming expectations, and relationship building expectations than our other residence halls. Specifically:

#### **Staffing:**

Each RLC Team is comprised of the RA (or RAs), the Resident Director, and the RLC Associates. RLC Associates are interested faculty and staff who want to become involved in the life of the RLC. The RLC Associates work closely with the RAs and the Resident Director in providing relevant programming, outreach to the community, and being a resource for the residents.

#### **Programming:**

The majority of the RLC programming is the responsibility of the RLC Associates and the Resident Director. The RA role is to help promote the activities and get residents to the programs that are developed by the Associates and the Resident Director. In addition, the RA and RD will plan and implement some social programs for their RLC residents.

#### **Relationship Building:**

The primary focus for RAs in Hawk Hall is to develop strong relationships with their residents. The Hawk Hall RAs are expected to:

- Connect with their residents genuinely and significantly.
- Engage in formal 1-1 dialogues with every person in the RLC at the beginning of the semester and weekly during the semester. Maintain strong mentoring relationships and find out the goals of each and every resident of your RLC.
- Discuss and address students' concerns. Initiate dialogue about individual and group dynamics before issues become problematic. When appropriate, refer students to the support services on campus.
- Encourage student participation in university clubs and organizations, hall council, RHA, student government, intramurals, and other activities.
- Address intolerant behavior.
- Work with the floor members to develop community standards.
- Implement on-going community meetings to keep residents informed of necessary information and upcoming events.
- Be a visible, positive and active community member!

#### **Important:**

- The above guidelines and expectations for RAs in Hawk Hall are in addition to those outlined in the general RA position description and contract.
- All RA candidates must meet the same deadlines and participate in the same selection process.

**Students wishing to be considered for a position as an RA in the new residence hall must do the following:**

- Submit a completed RA application to the Office of Residential Life by 4:30pm, on Friday, Feb 1<sup>st</sup>.
- Participate in all required selection interviews and group processes.
- Submit a one page letter explaining your reasons for
  - 1) Why you would want to be an RA for a specific RLC
  - 2) What you believe you can contribute to the RLC theme and community. ***A separate letter must be submitted for each RLC theme for which you wish to be considered.***
- Participate in an additional individual interview with members of the ORL staff.
- Understand that if selected as an RA, the assigned residence hall will be determined by the selection committee, and not everyone who wishes to be in Hawk Hall will be assigned there.



## Campus Involvement

| Name of Club/Organization | Position Held | Hrs per Week | Continue in 09-10? |    |
|---------------------------|---------------|--------------|--------------------|----|
| _____                     |               |              | Yes                | No |
| _____                     |               |              | Yes                | No |
| _____                     |               |              | Yes                | No |
| _____                     |               |              | Yes                | No |
| _____                     |               |              | Yes                | No |

## Previous Employment

| Name of Employer | Position Held | Dates Employed |
|------------------|---------------|----------------|
| _____            |               |                |
| _____            |               |                |

Do you plan to have additional employment in the 2009-2010 academic year? Yes No

If Yes, where do you anticipate working and for how many hours per week?

\_\_\_\_\_

## References

Please attach a letter of recommendation from the RA assigned to your area/floor.

In addition to the letter from the RA, please list three references that may be contacted with questions regarding your candidacy.

| Name  | Relationship | Email Address | Phone Number |
|-------|--------------|---------------|--------------|
| _____ |              |               |              |
| _____ |              |               |              |
| _____ |              |               |              |

## Employment Eligibility

Have you ever been the subject of an investigation concerning allegations of misconduct, other than a criminal investigation, that did not result in a conviction? Yes No

Have you ever been convicted of a misdemeanor or felony? Yes No

If you've answered yes to either of the above, please explain:

\_\_\_\_\_

\_\_\_\_\_

*A "Yes" response to the above questions will not necessarily exclude you from further consideration.*

## Application Information

How did you hear about the position? \_\_\_\_\_

If you currently live in a residence hall, who is your RA? \_\_\_\_\_

Have you applied for an RA position before? Yes No

## Writing Sample

Please type (double spaced) your answers to the following questions and staple the pages to your application. Please take the time to answer **each** question completely and honestly. As a guideline, keep your responses between 300-350 words.

- I. It is often stated that taking risks often promotes important discoveries in one's life. Discuss a risk (that you would be comfortable sharing), that has led to a significant change (positive or negative) in your life.
- II. Choose one of the following quotes. What does this quote mean to you? How does its meaning relate to the RA position?
  - a. We do not see things as they are, we see them as we are. ~Anais Nin
  - b. The greatest discovery of my generation is that human beings can alter their lives by altering their attitudes. ~ William James
  - c. Life is change. Growth is optional. Chose wisely. ~Karen Kaiser Clark

## Assignment Preference

The Office of Residential Life reserves the right to assign you to any residential area with an available RA position. However, your request to work in a specific area will be considered. **Please indicate below you a rank order from most desirable (1) to least desirable (3).**

\_\_\_\_\_ First Year Experience (Complexes)

\_\_\_\_\_ Hawk Hall

\*If you are interested in the Living-Learning Community, there will be a separate application process which will include an application and interview

\_\_\_\_\_ Apartment Living (Regents Park, Park River, The Village)

## Application Checklist

Please initial by each guideline below to confirm your participation.

\_\_\_\_\_ I have read the RA application eligibility and requirements as specified on page 2 of this application.

\_\_\_\_\_ I have enrolled in EDG 310 for the Spring 2009 semester.

\_\_\_\_\_ I am aware that if hired as a Resident Assistant that Room and Board is considered part of my Financial Aid Packet (if applicable).

\_\_\_\_\_ I have read and understand the Resident Assistant Position Description.

\_\_\_\_\_ I have attached my 2 short writing samples to the end of this application.

\_\_\_\_\_ I will submit my application prior to the deadline of February 1<sup>st</sup> at 4:30 pm to the Office of Residential Life.

## Application Verification

I hereby give permission to the Office of Residence Life to verify my cumulative GPA and to check my file in the Office of Student Conduct Administration for any disciplinary action. My signature below also indicates that I have read and understand the time commitments and job responsibilities of the position as outlined in the Resident Assistant position description. To the best of my knowledge, the information contained in this application is accurate.

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

*The University of Hartford admits students of any race, gender, physical ability, creed, color, age, sexual orientation, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the University of Hartford.*

### •• For Office Use Only ••

Date Received: \_\_\_\_\_ GPA at Receipt: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

EDG 310 Section #: \_\_\_\_\_ Individual Interviewer: \_\_\_\_\_