



**2008-2009
Resident Assistant
Application**

**Completed application packets must be turned in
to the Residence Life Office in Hasty 306 by 12
p.m. on Wednesday, November 12, 2008.**

Dear Applicant,

Thank you for your interest in our Resident Assistant (R.A.) position for the 2008-2009 school year. At the current time we are looking for a limited number of people to fill open positions that we have on our R.A. staff. I encourage you to fill out the application and turn it in to the Residence Life Office (third floor of the Hasty Student Life Center) by November 12th at noon. After receiving all of the applications, all applicants will participate in the group interview. The group interview will be November 13th at 6 p.m. in the East Community Room. Our Residence Life Selection Committee will then offer interviews to the top candidates Thursday night and then continue on Friday, November 14th (if needed). The number of candidates to be interviewed will depend on the number of openings we have in our department. Due to the number of positions, not all applicants will be offered an interview. Please take your time and fill out the application thoroughly and put thought into your responses. We do not know at this time the number of spots that will need to be filled or which buildings the positions will be located. All candidates will be informed through campus mail and/or email of their status throughout the process.

RA Selection Timeline

November 12	Applications due to the Residence Life Office by 12:00 p.m. (No Exceptions!!!)
November 13	Group Interviews at 6 p.m. in the East Community Room (Mandatory)
November 13	Individual Interviews to top candidates after the group interview process
November 14	Continue Individual Interviews to top candidates if necessary
November 21	Extend offers for open positions

If you have any questions please do not hesitate to contact Ryan Morgan at (770)-720-5510 or rpm@reinhardt.edu. We look forward to hearing from you!

Sincerely,

The Residence Life Staff

Please print neatly or type.

Name _____ **Student I.D.** _____
Last First Middle Initial

Campus Address _____
Hall Room # Phone Cell Phone

Permanent Address _____
Street City State Zip Phone

Current # of completed credit hours: _____

How many semesters have you lived on campus? _____

Class Status at the beginning of Fall 2008: FR SO JR SR

Cumulative GPA according to your most recent semester: _____

GPA - Spring 2008: _____

Please type your answers on a separate sheet of paper.

1. Please list any campus activities, clubs, organizations, and/or athletic teams that you have been involved in during the course of your year(s) at Reinhardt. Indicate the time frame of your participation. Please also list any extracurricular activities that you will be participating in and how many hours they will take up in a week during the Spring semester of 2009. This also should include any work you have outside of school. (Note: Outside of the position of resident assistant, RA's may not participate in more than 20 hours of extracurricular activities per week.)
2. Explain why you are interested in the RA position and what led you to making that decision.
3. Describe how your past or current leadership experience and involvement here (or your past institution) would contribute to you being a successful team member.
4. Every person brings different and unique life experience to the RA position which will contribute to his or her effectiveness in the position. Tell us about some of your experiences which have contributed to personal growth and how those experiences will help you be an effective RA (e.g. family background, specific or unique leadership experience, familiarity with cultural or ethnic backgrounds other than your own, international/multicultural experience, previous group living experience.)
5. Describe an ideal residential community in both an apartment suite/group-living and residence hall setting and what you see as your role as the RA in creating community in the area.
6. Resident assistants are responsible for establishing a sense of community on their hall as well as maintaining order in the residence halls. How would you handle a situation in which a student is disregarding our quiet hours policy or trash policy? How would you handle a more severe violation such as an alcohol incident? Keep in mind that the student is most likely a friend or at least a close acquaintance.

Note: Please attach a copy of your resume to this application.

Reinhardt College
RESIDENT ASSISTANT
Position Description

The Resident Assistant (RA) is an integral part of the staff of the Division of Student Affairs. The RA is directly supervised by the Residence Life Coordinator (RLC) in each complex. The RA is also accountable to the Director of Residence Life and to the Vice President for Student Affairs.

The role of a RA requires responsibility. The RA must actually *live the position*. Each day, at any time, students and staff may need to call upon a RA. Individual student needs will require a RA to utilize his/her abilities, recognize his/her limitations and seek the help of other students and/or professional staff.

The role of the RA changes. It is a position in which each day new challenges will be presented, requiring intelligent and responsible actions. Below is an outline of the expectations, duties, and responsibilities of the RA including: student related functions, administrative tasks, personal development, and academic performance.

A. Give leadership to the development of programs and activities in one's building or area and responding to the needs of students and the goals of the department.

Assist in the implementation of Residence Life programming. These programs can be educational, social, cultural, recreational, or spiritual.

Participate with other staff members in planning additional programs in your residence hall and in the campus community.

Plan and implement other programs to meet the needs of one's floor, wing, or area.

Participate with other staff members on designated committees.

Every R.A. must meet the preset minimum programming requirements every semester.

B. Facilitate student-to-student and student-to-staff interaction.

Participate in the duty rotation and serve as "RA on Duty".

Develop and maintain ongoing relationships with floor, wing, and area residents.

Initiate contact, make introductions, and stimulate conversation among residents.

Serve as an advisor and consultant to residents both individually and in groups concerning academic, social, and personal problems.

Be an effective two-way communication agent between the students and staff members.

Cooperate with the Residence Life Staff by rendering advice and assistance when asked.

Initiate contacts between student and staff members.

Actively promote and encourage relationships with persons of different backgrounds, ideologies, etc.

Be available to your residents on a regular basis.

Attend meetings designated by the RLC and Director of Residence Life, to include weekly staff meetings, all staff meeting when scheduled, and one-on-one meetings.

Attend training seminars at the beginning of each semester and throughout the semester as needed.

Attend/conduct floor meetings.

C. Develop and utilize knowledge and ability to help students define their problems and explore possible solutions.

Provide floor members with encouragement for individual growth.
Encourage and display communication as a means to resolution.
Be a person who attracts and respects confidences, utilizing discretion in communicating personal conversations with residents to other persons.
Be alert and responsive to mental and physical health needs of residents.
Communicate special student needs to your Residence Life Coordinator.
Take time to listen and help!

D. Enforce policy for an atmosphere conducive to satisfactory conditions as a means to maintain an area fit for studying and living.

Set an example by adhering to the rules and regulations of the College and living areas.
Inform the residents of group living expectations.
Encourage residents' involvement in peer group enforcement of rules and regulations.
Call residents' attention to their misbehavior and offer suggestions to redirect it.
Report behavioral infractions according to predetermined policies.

E. Serve as a resource for community members concerning services and opportunities available within the College and community.

Realize, as a paraprofessional, your capacity to help members with specific problems by using your knowledge of available services within the College and community.
Be prepared to respond to emergency situations (illness, fire, tornado, black outs, etc.) and insure that floor members are knowledgeable of emergency evacuation procedures.
Develop a working knowledge of the type of help we are able to provide, the location of on-campus and community services (such as Counseling, Health Services, Financial Aid, etc.).
Communicate emergencies to the Residence Life Coordinator and/or Director of Residence Life.

F. Assist resident students in interpreting and insuring compliance with the rules and regulations.

Intercede, as a concerned student and staff member, when there is a policy violation.

G. Maintain the academic status required for continued status, to be on staff.

Maintain the minimum cumulative and semester grade point average of 2.50.
Be enrolled as a student, having between 12-18 credit hours per semester unless approved by the Director of Residence Life.
Be an academic role model.

H. Receive prior approval for outside employment and or from the Residence Life Coordinator and/or Director of Residence Life.

Approval is given on an individual basis.
Understand that as a Resident Assistant, your job responsibilities must have priority over outside employment and/or extracurricular activities.

The Resident Assistant will receive a compensation award in the form of scholarship to cover the cost of their room/apartment during the time they are on staff. If they are terminated anytime during the semester their compensation will be prorated. Please check with the financial aid office to see how this might affect your financial aid package.

I understand that by signing this form I declare that all the information given is true. I have read and understand the R.A. position description included in this packet. In addition, I give the Office of Residence Life permission to verify my GPA and check my student conduct record.

Applicant's Signature _____

Date _____

Thank you for taking the time to complete an application.
All applications should be submitted to the
Residence Life Office by November 12th, 2008.
If you have any questions or concerns please do not hesitate to call (770) 720-5510