Resident Assistant Application

2010-2011

The Resident Assistant Application Packet includes the following materials:
  Timeline
  Job Description
  Overview of Application Process
  Demographic and Reference Coversheet

Please return all materials to:
Office of Residential Education
101 St. Clair Street
Geneva, NY 14456
c/o RA Selection Committee
November 30th  Returning RA/ Spring Abroad and Community Coordinator
Applications Available at Residential Education

November 30th  Tabling in Scandling
Learn more about the RA position. Applications will be available at this time. Applications can be accessed online.

December 1st  Tabling in Scandling
Learn more about the RA position. Applications will be available at this time. Applications can be accessed online.

December 1st  Information Session I
7-8pm, Stern 103
Residential Education staff will be available to answer questions about the RA position and selection process.

December 4th  All Spring Abroad RA Applications due to Residential Education
(Candidates will sign up for interview times)

December 7th – 11th  Interviews for Spring Abroad Applicants

December 7th  “Marketing Your Experience”
7:30pm, Stern 103
Resume and Cover Letter Prep Session with Career Services

December 18th  All Returning RA and Community Coordinator Applications due to Residential Education
(Candidates will sign up for interview times)

January 20th – February 3rd  Returning RA and Community Coordinator Interviews

January 25th  Information Session II
8-9pm, Stern 103
Residential Education staff will be available to answer questions about the RA position and selection process.

January 29th  New RA Applications due to Residential Education
(Candidates will sign up for interview times)

February 5th  Group Process 6-9pm

February 6th  Personal Interviews 9am-6pm

February 7th  Personal Interviews 9am-6pm

February 12th  Community Coordinators notified of their status

February 15th  Community Coordinators acceptances are due for the position

February 19th  RA Candidates are notified of their status

February 26th  RA Acceptances are due for the position
The Resident Assistant (RA) is a paid employee of the Office of Residential Education at Hobart and William Smith Colleges.

Resident Assistant responsibilities include the following:

- Create and maintain a sense of community in the residential area to which the RA is assigned and maintain daily contact with the students in order to build community.
- Serve as a role model both on and off-campus.
- Serve as a peer advisor and resource person for students within the context and limitations of their training.
- Develop, implement, and evaluate programs and bulletin boards as defined by the Residential Education Programming with a Purpose model.
- Assure that student behavior in the residence halls is in accord with Colleges’ policies as outlined in the Handbook of Community Standards, and when needed complete Incident Reports for the safety and security of the community.
- Assist with keeping the residence halls in compliance with New York State Fire Code and help to correct behavioral violations of the code.
- Maintain open communication with Area Coordinators and other Residential Education staff members and inform them of potential situations that may require attention.
- Check mailbox in the Residential Education Office and HWS e-mail on a regular basis.
- Fulfill administrative duties such as, attendance at weekly staff meetings, one-on-ones as scheduled with supervisors, Room Condition Reports, Occupancy Reports (14 day), Weekly Reports, Incident Reports and Work Orders.
- Participate in mandatory staff training exercises and monthly in-service training programs.
- Accept full responsibility for use of the duty master keys when on duty. Master keys may only be used for official purposes which are directly related to the position responsibilities as instructed by professional staff.
- Work to maintain a positive working relationship with Buildings and Grounds and Campus Safety through consistent communication.
- Remain on campus until the residences are closed at the end of each semester. RAs should not plan to depart from campus until the buildings are closed.
- Participate as needed in RA Selection and Housing Selection processes.
- Other duties as assigned.
Applications need to include:

- The Demographic and Reference Coversheet
- A cover letter (see example) that addresses the following areas:
  - What is the position that you are applying for?
  - Why are you interested in becoming a Resident Assistant?
  - How did you hear about the position?
  - What qualities do you possess which make you a good RA candidate? Do you have any relevant experience? If yes, please describe this experience.
  - What interest and/or experience with issues of diversity and social justice would you bring to the position, to the staff, and to the students with whom you live?
  - Describe what level of responsibility you believe an RA has to serve as a role model and/or student leader?
- A resume (see example)
- Two Letters of Recommendation
  - New Applicants:
    - The first letter must come from someone on the HWS campus.
    - The second letter may come from either someone on the HWS campus or outside of the Colleges.
  - Returning RAs:
    - The first letter must come from your Area Coordinator
    - The second letter may come from either someone on the HWS campus or outside of the Colleges.

Note: references could be former employers, supervisors, advisers or coaches. Direct family members cannot serve as references.

- Letters of recommendation should be sent to:
  - Office of Residential Education
  - 101 St. Clair Street
  - Geneva, NY 14456
  - c/o Resident Assistant Selection Committee
- Electronic submissions may be sent to: resed@hws.edu (subject: RA Selection Committee)

Overview of Selection Process for New Applicants

- Applications are due to the Office of Residential Education by January 29th
- Once a completed application is turned in, an applicant can sign up for an Individual Interview with the Selection Committee.
  - The Individual Interviews will take place on Saturday, February 6th and Sunday, February 8th from 9am-6pm (Interviews will last 30 minutes)
- Applicants are also required to attend Group Process on Friday, February 5th from 6-9pm.
This sheet will serve as a coversheet for your completed application. Please remove it from this packet in order to include it with your application.

Name: _____________________________________________  Campus Address: ____________________________
Campus Box #: ___________  Campus Phone: _______________  Cell Phone: ________________________________
Home Address: ____________________________  Campus Phone: ________________________________
Current GPA: __________________  Major: ____________________  Minor: ____________________________
Semesters on Campus: ______________________________________________

Please list all of the residence halls or houses in which you have lived on campus:

_____________________________________________________________________________________

Are you currently on academic or social probation? Yes/No
Have you applied to go abroad? Yes/No  If so, for what semester? ____________________________
Are you student teaching or participating in an internship during the school year? Yes/No
If so, please explain: ________________________________________________________________

Contact Information for Your References:
Hobart and William Smith Colleges Reference (faculty, staff, RA, Area Coordinator)
Name: _____________________________________________  Department: ____________________________
Phone: ____________________________  Email: ____________________________________________
Relationship to Candidate: ______________________________________________________________

Hobart and William Smith Colleges (faculty, staff, RA, Area Coordinator) or Outside Reference (coach, mentor, employer, etc.)
Name: _____________________________________________  Department: ____________________________
Phone: ____________________________  Email: ____________________________________________
Relationship to Candidate: ______________________________________________________________

I understand that representatives from the Office of Residential Education will check my grades and all student records, including disciplinary records, to verify the information I have provided is accurate. I have read and understand the Resident Assistant job description.

_________________________________________________  __________________________
Applicant Name (please print)  Date

_________________________________________________
Applicant Signature