Returning RA and Senior RA Application Packet 2013-2014

I MUSTACHE YOU A QUESTION . . .

WHAT'S YOUR LEADERSHIP STYLE?

BE A LEADER.
BECOME A RA.
DISCOVER YOUR STYLE.
### Resident Assistant Selection Process

**2013-2014 Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>November 13th</td>
<td>Applications available at Residential Education for Returners, SRAs, and Spring Abroad</td>
</tr>
<tr>
<td>November 26th</td>
<td>Tabling in Scandling</td>
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<tr>
<td></td>
<td>Learn more about the RA position. Applications will be available at this time for new applicants. Applications can be accessed online.</td>
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<tr>
<td>November 27th</td>
<td>Tabling in Scandling</td>
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<tr>
<td></td>
<td>Learn more about the RA position. Applications will be available at this time for new applicants. Applications can be accessed online.</td>
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<tr>
<td>November 27th</td>
<td><strong>Information Session I</strong></td>
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<tr>
<td></td>
<td>8-9pm, Stern 103</td>
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<td></td>
<td>Residential Education staff will be available to answer questions about the RA position and selection process.</td>
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<tr>
<td>November 30th</td>
<td><strong>All Spring Abroad RA Applications due to Residential Education</strong></td>
</tr>
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<td></td>
<td>(Candidates will sign up for interview times)</td>
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<tr>
<td>December 3rd</td>
<td>&quot;Creating a Cover Letter and Resume&quot;</td>
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<tr>
<td></td>
<td>6pm, Stern 103</td>
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<tr>
<td></td>
<td>Cover Letter and Resume Prep Session with Career Services</td>
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<tr>
<td>December 5th</td>
<td><strong>Information Session II</strong></td>
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<td>8-9pm, Intercultural Affairs</td>
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<td></td>
<td>Residential Education staff will be available to answer questions about the RA position and selection process.</td>
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<tr>
<td>December 6th &amp; 7th</td>
<td>Interviews for Spring Abroad Applicants</td>
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<tr>
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<td>1pm-5pm, Res Ed Office</td>
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<tr>
<td>December 14th</td>
<td><strong>All Returning RA and Senior RA Applications due to Residential Education</strong></td>
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<td></td>
<td>(Candidates will sign up for interview times)</td>
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<tr>
<td>January 24th – 25th</td>
<td>Returning RA and Senior RA Interviews</td>
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<td></td>
<td>1pm-6pm</td>
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<tr>
<td>January 28th</td>
<td><strong>Information Session III</strong></td>
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<tr>
<td></td>
<td>8-9pm, Stern 103</td>
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<td></td>
<td>Residential Education staff will be available to answer questions about the RA position and selection process.</td>
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<tr>
<td>January 30th</td>
<td><strong>New RA Applications and Fall 2012 Abroad Student Applications due to Residential Education</strong></td>
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<td></td>
<td>(Candidates will sign up for interview times)</td>
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<tr>
<td>February 1st</td>
<td>Group Process 6-9pm</td>
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<tr>
<td>February 6th, 7th, 8th</td>
<td>Personal Interviews 1pm-6pm</td>
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<tr>
<td>February 15th</td>
<td><strong>Senior RAs and Returner RAs notified of their status</strong></td>
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<td>February 18th</td>
<td>Senior RA and Returner RA acceptances are due for the position</td>
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<tr>
<td>February 22nd</td>
<td><strong>RA Candidates are notified of their status</strong></td>
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<tr>
<td>February 25th</td>
<td>RA Acceptances are due for the position</td>
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Returning RA Applicant
A Returning RA Applicant is someone who has served in the capacity of an RA at HWS. You will not participate in group process; however, you will complete the Returning RA Application and participate in an interview with professional staff to present your Returning RA Application. This interview will consist of a 15 minute presentation utilizing PowerPoint, Prezi, a portfolio, or another presentation method to present your reflections on your experience and application. You may also utilize your presentation portion to focus on a specific area as it relates to you. Some example topics include: personal style as an RA, lessons learned through your experience, getting to know residents, peaks and pitfalls of the semester, managing a difficult situation, etc. Accepted returner applicants will complete detailed information about RA placement in the demographic sheet enclosed in the application packet. Accepted returners may be placed in any residential area on campus. We value the experience and knowledge that you bring to the team and encourage you to role model and provide leadership on your assigned staff.

Application Components: Demographic Sheet, Returning RA Application, Two Recommendations (one from your Area Coordinator and one from someone on campus (faculty, staff, fellow RA, resident, etc)) using the template on the Res Ed website), Interview with professional staff to present your application.

Application Due Date: December 14 (If you are going abroad in Spring 2013 then your application is due November 30, 2012).

*If you are a Returning RA who is abroad in Fall 2012, you should follow the timeline of the New RA Applicants, but complete the Returning RA Application. Your deadline would be January 30, 2013.

Senior RA (SRA) Applicant
A SRA is leader of staff who assumes specific responsibilities and works closely with the Area Coordinator. One SRA will be placed in each RA staff area. Preference for this position will be given to a candidate who has successfully completed a semester or year as a Resident Assistant on staff. You will not participate in group process; however, you will complete the Returning RA Application and participate in an interview with professional staff to present your Returning RA Application. This interview may consist of a verbal conversation, PowerPoint presentation, video, or another presentation method to present your thoughts, ideas, and reflections included in your application.

Application Components: Demographic Sheet, Returning RA Application, SRA Application, Two Recommendations (one from your Area Coordinator and one from someone on campus (faculty, staff, fellow RA, resident, etc) using the template on the Res Ed website), Interview with professional staff to present your application.

Application Due Date: December 14 (If you are going abroad in Spring 2013 then your application is due November 30, 2012).

*Note: Direct family members cannot serve as references. References can be former employers, supervisors, coaches, current RA, faculty, staff, etc.
The Resident Assistant (RA) is a paid employee of the Office of Residential Education at Hobart and William Smith Colleges.

Requirements: 2.5 GPA or higher and good social standing.

Responsibilities include:

- 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 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.

Benefits Include: Room fee waived (~$6,000/year)
The Senior Resident Assistant (SRA) is a paid employee of the Office of Residential Education at Hobart and William Smith Colleges.

**Requirements**: 2.5 GPA or higher and good social standing.
**Preference**: Previous RA experience and employable for the full academic year.

**Responsibilities include:**
- Fulfill Resident Assistant duties outlined in their signed contract including participation in duty rotation.
- Attend monthly meeting with other Senior Resident Assistants.
- Advise Resident Assistants within area of responsibility.
- Conduct staff developers.
- Maintain awareness of student issues and assist RAs with understanding and knowledge of these issues.
- Coordinate additional social, educational, and passive programming efforts for residents in area of responsibility.
- Advise Residence Hall Association.
- Recruit members for Residence Hall Association.
- Facilitate elections for Residence Hall Association.
- Co-coordinate the opening and closing for the academic year with the Area Coordinator.
- Remain on campus until the residences are closed at the end of each semester. SRAs may not depart campus until the buildings are closed.
- Participate on the RA Recruitment Committee.
- Assist Area Coordinator with keeping the residence halls in compliance with New York State Fire Code.
- Attend at least one Resident Assistant Conference during the academic year.
- Serve as a peer advisor and resource for RAs and students within the context and limitations of their training.
- Participate in SRA training and co-facilitate RA training. (Date TBD)
- Participate in RA Recruitment and Selection Committee or RA Training and Development Committee.
- Other duties as assigned.

**Benefits Include**: Room fee waived (~$6,000/year), $100/month stipend; flexible meal plan options.
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: ________________________________
Cell Phone: _______________________

Campus Box #: ____________ Campus Phone: ______________
Cell Phone: _____________________________

Current GPA: _____________ Major: ________________
Minor: __________________________

Semesters on Campus: ______________________________

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

If you are a Returning RA Applicant, please indicate your areas of interest in order (1 being your first choice).

____ 380 S. Main       ____ Odell's      ____ Emerson      ____ Small Houses      ____ Residence Halls

If you were not placed in one of your preferred areas, you would be interested in the following buildings or areas.
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

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: __________________________________________________________________
____________________________________________________________________________________

References should submit the template located on the Res Ed website.

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
1. Describe in detail a program from the past year that you created and reflect on it. What did you do to plan for it? What were the goals of your program? What did your program accomplish? Provide an example of your marketing materials or how you publicized this program.

2. Tell us about a time that you implemented the Colleges’ policies. How did you do this? Why did you do it? How did you feel afterwards? If you had to deal with a similar situation again would you do anything differently?

3. Some Returning RAs will live in upper-class areas while others will be in first year areas on campus. All Returning RAs will be leaders on their RA staff. In the role of a Returning RA how will you keep yourself and your residents engaged given the possible locations you could be placed in?

4. What do you expect to gain from the Returner RA position? How will you know if you are successful?

5. Describe a challenge you faced in your RA role? How did you overcome it and what did you learn from it?

6. Read the Parable of Brother Leo (on the back of this page). There are many lessons that we can learn from this story. Identify a time when you have been in the position of either one of the monks or Brother Leo that you can relate to. As a student on campus you may have had one role in this story. Now that you have served as a Resident Assistant, are you able to relate to the true meaning of servant leadership? What does it mean to you? How has it affected you? What have you learned from it?

Your short answer, written responses to these questions are due on December 14th and should be submitted to the Res Ed Office. At this time you will sign up for an interview that will take place when you return to campus after winter break. On the date of this interview, you will come prepared to have a conversation about your responses to the questions above. You will also come prepared to give a 15 minute presentation on a topic of your choice that relates to your RA experience. Your presentation does not get turned into the office prior to your interview. You may want to focus on one of the questions above, your style as an RA, lessons learned in your leadership role, time management, getting to know your residents, peaks and pitfalls of the semester, hopes for the upcoming year, managing difficult situations, etc. Your presentation should include a PowerPoint, a Prezi, or a portfolio style presentation.

If you have any questions, please feel free to ask a professional staff member.

If you are applying for the Senior Resident Assistant (SRA) position, please complete the additional questions at the end of this application.
The Parable of Brother Leo

A legend tells of a French monastery known throughout Europe for the extraordinary leadership of a man known only as Brother Leo. Several monks began a pilgrimage to visit Brother Leo to learn from him. Almost immediately, they began to bicker about who should do various chores.

On the third day they met another monk going to the monastery, and he joined them. This monk never complained or shirked a duty, and whenever the others would fight over a chore, he would gracefully volunteer and do it himself. By the last day, the others were following his example, and from then on they worked together smoothly.

When they reached the monastery and asked to see Brother Leo, the man who greeted them laughed.

'But our brother is among you!' And he pointed to the fellow who had joined them.

Today, many people seek leadership positions, not so much for what they can do for others but for what the position can do for them: status, connections, perks, advantages. They do service as an investment, a way to build an impressive resume.

The parable about Brother Leo teaches another model of leadership, where leaders are preoccupied with serving rather than being followed, with giving rather than getting, with doing rather than demanding.

Leadership based on example, not command. This is called servant leadership.

Can you imagine how much better things would be if more people in leadership positions saw themselves as servant leaders?

Written by Michael Josephson
After reading the SRA job description, please answer the following questions and include your responses in your Returning RA Application packet.

1. How do you see yourself assisting your Area Coordinator to develop a team on your staff?

2. What can you bring to the role beyond the job description?

3. How will you balance the RA role with the additional responsibilities that come with the SRA position?

4. What are two different ways that you can help the Residence Hall Association (RHA) become a successful organization on campus?