

RESIDENT ASSISTANT Application



University of
NORTH ALABAMA

RESIDENCE LIFE

Department of Residence Life
UNA Box 5057
(256) 765-5558

Thank you for your interest in the Resident Assistant Scholarship program at the University of North Alabama! We, in the Department of Residence Life, are happy to share with you information on this unique opportunity for leadership within our Residence Halls.

What is an RA?

Resident Assistants (RAs) are currently enrolled student staff members who assist with the management and activities of a floor in a Residence Hall. They serve as a resource to residents and act as a liaison between the residents and the University administration and organizations. The RAs also provide and facilitate opportunities, activities and experiences which are designed to contribute to the personal growth, development and education of each resident, as well as build a sense of community and belonging within the hall.

Serving as a Resident Assistant can be a rewarding experience, but it can also be quite demanding. Successful candidates must have the ability to balance time commitments and be a positive role model for residents. Resident Assistants must display maturity, responsibility and a commitment to residential students' growth and development. Candidates must also demonstrate a desire for personal growth. The RA experience offers an excellent opportunity to develop leadership and management skills.

What do RAs really do?

Resident Assistants take on a wide variety of roles within Residence Life. RAs must be flexible and able to move easily from one role to another, often balancing between several at once. While the following list is not all inclusive, it will offer an overview of the RA job description:

Administrative

Assists supervisor in completing daily operating procedures and assigned tasks, monitors safe and efficient conditions in the facility, responds to emergency situations within the limits of training and guidelines, performs duty hours, duty nights and weekends, assists with opening and closing procedures;

Community Development

Advises, counsels and/or refers residents in personal, academic and social matters, takes initiative in developing and maintaining relationships with all residents encourages residents to live cooperatively; serves as a role model and resource to residents;

Policy Implementation

Implements, upholds and explains policies to residents; confronts residents and guests when necessary; informs supervisor of infractions and potential concerns involving residents;

Residential Education

Plans, implements and encourages residents' participation in residence hall programs and activities; supports hall activities, and RHA sponsored events; maintains up to date information and attractive bulletin boards;

Staff and Personal Development

Attends all hall staff and staff development meetings; attends all pre-semester workshops and training, responsible for managing time appropriately in balancing academic, personal and job related responsibilities, establishes and maintains a positive and professional working relationship with colleagues. Enrolls and successfully completes UNA-295-RA class their first semester as an RA.

How can I become an RA?

Find out all you can about the RA position...

You've already taken the first step by inquiring and receiving an application. But don't stop there. Attend one of the RA information sessions. Also, talk with your current RA or another staff member in the building. Ask questions. The more people you talk with, the better you'll understand the job and what it's really like to be a Resident Assistant.

Know yourself as an applicant...

Think about what you can bring to the position in terms of your experience, strengths and personal qualities. At the same time, have some idea of what you want to gain from being an RA.

As you go through the Interview process, keep these simple things in mind:

- Be yourself! Some candidates make the mistake of trying to predict our needs and expectations; they respond based on their perception of what we're looking for in an RA. In truth, we look for many different things to round out our staff. The most important thing you can do throughout the selection process (and always!) is be yourself; respond honestly in every situation.
- Be prepared. Preparation and practice will lessen any nervousness and make you more comfortable during the selection process. The more you've learned about being an RA, thought about what makes the job most appealing to you and considered what strengths and qualities you have to offer, the more prepared you'll be for the selection process.
- Be confident. You know yourself better than anyone else does. The interview is simply a way for us to get to know you. Relax and enjoy the process. We're looking forward to getting to know you a little better.

Complete the Selection Process...

The RA Selection Process is made up of two phases. You first need to complete and submit the application and solicit three references. Letters of recommendation should be sent directly to the Department of Residence Life, UNA Box 5057.

The second phase is the Carousel and Interview Process which will take place on November 15, 2009. This is a mandatory event to be considered for the RA position. When you turn in your application, you will sign up for an interview time.

If you have additional questions,
please contact the Assistant Director of Residence Life
at 765-5558.

Conditions of Employment

Eligibility

The applicant must maintain at least a 2.25 semester and cumulative GPA. We prefer that an applicant have completed 24 credit hours to be employed. An applicant must have lived in a residence hall for at least one semester prior to employment. All RAs must be continuously enrolled in a minimum of 12 credit hours.

Appointment

The term of appointment is for one academic year (fall and spring semester) and is renewable upon re-application and appointment by the Residence Life selection committee.

Compliance with Policies and Procedures

Staff members are subject to the same policies and procedures as residents.

Other Employment

No staff member may hold another job unless prior approval is granted by the Director of Residence Life.

RA Class

All first semester RAs will be required to enroll and attend the RA Class: UNA-295. You will be enrolled in this 1 credit class by the department once you sign your RA contract.

Housing Assignment

Your housing assignment is dependent on department need and your own qualifications. The staff will be chosen based on the needs of the Department; our goal is to match individual strengths with housing needs. We strive toward a diversity of staff in each area. Gender assignment may be changed after the hiring process. In the event of gender inequality (i.e., a female happens to be in an all-male location) you may be reassigned to another location after the room assignment process.

Again, thank you for your interest in UNA's Resident Assistant
Scholarship Program!



Resident Assistant Application

(PLEASE TYPE)

Name: _____ Campus-Wide ID: _____
LAST FIRST MIDDLE

Sex: _____ Male _____ Female; In which residence hall do you currently live (if applicable)? _____

How many semesters have you lived in: _____UNA Residence Halls _____UNA Apartments Semester applying for: _____ 20_____
SEMESTER

Local Mailing Address: _____
(UNA Box) _____

Local Phone Number: (_____) _____

Cell Phone Number: (_____) _____

Permanent Mailing Address: _____

Permanent Phone Number: (_____) _____

Academic Major/Minor: _____ Classification: FO SO JR SR Grad

Cumulative GPA: _____ Expected Graduation Date: _____

Have you ever been involved in a student discipline case? _____ YES (please see below) _____ NO

If yes, what is your current student discipline status? _____
Please attach a separate piece of paper discussing each situation. Give approximate date and year of incidents.

STATEMENT OF INTEGRITY

I verify that I am in good academic and judicial standing with the University of North Alabama. I also certify that the information in the application is complete and accurate.

By submitting this application, I express a commitment to adhere to the expectations regarding job performance and job responsibilities as outlined in the Resident Assistant Position Description.

SIGNATURE

DATE

Please complete the following on separate pages and attach to the application.

PART A.

Work History: Please enclose a copy of a current resumé detailing your work history, activities and organizations and any Residence Hall experience and/or involvement. If you do not have a resumé, please visit the Career Services Center for assistance in developing one. You will also need to provide three letters of recommendation with at least one of them being a current staff or faculty member.

The following statements, though not all-inclusive, cover general requirements for consideration for employment as a Resident Assistant. Please read and initial each statement to indicate your understanding that this would be a requirement of your employment/scholarship.

- _____ Period of employment: RA employment begins approximately two weeks prior to the reopening of the Residence Halls in the Fall. Over breaks, staff members are expected to be the last to leave and the first to return and also assist in the coverage of the buildings.
- _____ RAs are required to attend all staff meetings and training sessions announced by their supervisor(s). All new staff members are required to take the RA class, UNA-295, on Thursday from 4:00 - 5:00 pm. You will be enrolled in this class once you sign your RA contract should you be offered the position.
- _____ RAs are required to remain registered, full-time students at UNA and in good academic and student discipline standing. Each RA must maintain a semester and cumulative GPA above 2.25.
- _____ RAs are required to attend all Staff Developments.

Your completed application and three (3) recommendations must be received in the Residence Life Office (located next to Towers Cafeteria in Rice Hall)
by: November 9, 2009