



JOHN D. MACARTHUR CAMPUS

Florida Atlantic University

Resident Assistant Selection Process

2012-2013

Dear Applicant,

I would like to take this opportunity to thank you for your interest in the Resident Assistant position here at Florida Atlantic University. The department is looking for enthusiastic students to meet Florida Atlantic University always growing diverse student body living in the resident halls. In doing so, it becomes increasingly important to ensure that the most qualified and committed applicants are hired. Therefore, you will find the application process to be educational, in that you will learn about yourself as well as the Department of Housing and Residential Life.

Contained in this packet you will find all of the information and criteria you will need to complete the application process. Remember that all applications are Due Wednesday, February 8, 2012, by 4:00pm in the Housing Office.

Again, thank you for your interest. If you have any questions, please feel free to contact me at (561) 799-8828.

Sincerely,

A handwritten signature in black ink that reads "S. Pierce". The signature is written in a cursive, flowing style.

Sean J. Pierce, Assistant Director

FLORIDA ATLANTIC UNIVERSITY DEPARTMENT OF HOUSING AND RESIDENTIAL LIFE RESIDENT ASSISTANT POSITION DESCRIPTION:

- The Resident Assistant (RA) is a part-time student staff position (10 hours per week). The RA is a member of the Residential Life student staff and assists with a designated section of student rooms in the halls or apartments. The RA is responsible for actively working with the residents to develop a sense of community through ongoing communication, program development, and modeling an enthusiastic commitment to an environment that is conducive to personal, social, cultural, and intellectual growth.
- As a Resident Assistant, it is difficult to determine the exact hours for duties because you are both a student living in University Housing and a part-time staff member of the Department of Housing and Residential Life responsible for serving in a leadership and advisory capacity for the building assigned to you. This student position is a co-curricular, experiential learning opportunity for students designed to enhance the quality of the residential living experience. As such, all payments, stipends, credits and waivers received or made on your behalf are not construed to be compensation for “work” per se, but as a form of financial aid.
- As a Resident Assistant, you will be required to carry out general responsibilities such as participating in staff training, attending staff meetings, planning programs, weekly duty days/night(s), office hours, planned activities and assisting students. You will be scheduled to serve on-duty in the hall to respond to situations and assist students.
- The RA is supervised directly by the Hall Coordinator (HC) and, indirectly, by other professional staff members within the Department of Housing and Residential Life. The RA maintains a close working relationship with other Department of Housing and Residential Life staff members. The RA is required to participate in a variety of meetings and programs as well as Interact with students and staff on a regular basis.
- The role of the RA is broad. Residents may call upon the RA at any time, night or day. Resident needs require the RA to utilize his/her abilities to the fullest, recognize his/her limitations and, when necessary, seek the help of other student staff or professional staff members.

Please read carefully – Retain this page for your records.

If you have questions throughout the selection process, contact: Sean J. Pierce at spierce@fau.edu or (561) 799-8828

DESCRIPTION OF DUTIES:

Community Development:

- Plan, promote, and carry out all monthly programming requirements, large-scale area programs, and theme weeks involving all floors/areas.
- Complete program paperwork for each activity and submit to HC/RC.
- Attend and actively promote Weeks of Welcome activities.
- Attend and actively promote Department of Housing and Residential Life activities.
- Conduct regular, formal and informal, needs assessments with Housing students
- Support MacArthur Resident Student Association (MacRSA) members by encouraging students to become involved. Provide representation to the weekly meetings and serve as a resource person for these groups.
- Provide informative and timely materials for bulletin boards.
- Contribute information, articles, announcements or other ideas to fellow RAs for monthly community meetings.

Safety and Security Protocols:

- Be on duty various weekdays and evenings, as well as weekend days and evenings and university holidays. Assume duty responsibilities on a schedule designated by the HC/RC, requiring the RA to be in his/her area from 5:00 p.m. until 8:00 a.m. Monday through Thursday and 5:00 p.m. until 5:00 p.m. the following day Friday, Saturday, Sunday, and holidays.
- Be present and available in the housing area during ALL break periods and university holidays.
- Demonstrate ability to respond to all emergencies. RAs are a vital part of the University's response to urgent/emergency situations.
- In order to provide appropriate levels of response and assistance, RAs must be able to hear alarms (fire, security, etc.), see paths of egress, provide verbal and non-verbal directions to residents when emergencies occur, and move throughout the floors of the building when elevator service is not available.
- Coordinate and facilitate all Health and Safety Inspections and Fire Drills.

Administrative Responsibilities:

- Attend regularly scheduled staff meetings and individual (1-on-1) meetings as scheduled by the HC/RC. These meetings will be scheduled at various times and days of the week. Resident Assistants must have flexibility in their course schedule to accommodate these staff meetings. RAs are responsible for scheduling monthly area meetings as well.
- Assist in staffing the Housing Office a minimum of three (3) hours per week to assist the residents with customer service issues, concerns or assistance.
- Assist the office staff in various capacities, including staffing the Housing Office (including the event of staff shortages) providing lock-out services, delivering flyers relating to on-campus activities, and/or assessing the condition of rooms and completing Room Condition Reports.
- Assist in student check-in and check-out processes, including all required administrative paperwork.
- Participate in periodic performance evaluations with the HC/RC.

Related Responsibilities

- Attend training sessions arranged by the Department of Housing and Residential Life.
- Serve as an appropriate role model by following policies and procedures, accepting and completing assigned responsibilities, and encouraging participation in Housing and University-wide activities.
- Participate in committees as assigned.
- Implement and enforce policies and procedures of the Department of Housing and Residential Life, Florida Atlantic University, and the State of Florida.
- Perform additional duties as assigned or related to community development by the Department of Housing and Residential Life professional staff.

Please read carefully – Retain this page for your records.

If you have questions throughout the selection process, contact: Sean J. Pierce at spierce@fau.edu or (561) 799-8828

EMPLOYMENT INFORMATION:

- Compensation for this position includes an on-campus room package for the period of employment at no cost. This includes a single bedroom waiver, cable television, a telephone line with local access, and a paycheck equal to ten (10) hours per week at the rate of minimum wage. RAs also receive a partial meal plan.
- The RA is expected to work an average of 10 hours per week.
- RAs are selected to work for the Department of Housing and Residential Life, not for a specific area/building. Placement into a specific location is based upon a variety of factors. The Department of Housing and Residential Life reserves the right to change a position assignment at any time, if deemed necessary for the best interest of the Department. Should a candidate decline a position assignment offer, the candidate will be removed from the candidate pool.
- Students appointed to this position must be eligible, in advance of the start date, to complete the Student Employment sign-in process. Initial employment and/or continued employment is contingent upon completion of the sign-in process at Student Employment. To complete this process, students must produce a Social Security card and a picture ID (such as a Driver's License) to the Office of Student Employment prior to the first day of work/training. International students must also include a copy of appropriate work permit information and Social Security to Student Employment upon accepting a position. If Student Employment cannot verify student enrollment status, the sign-in process will not be completed.
- The first paycheck may take two-to-six weeks, or longer, depending on when the proper ORIGINAL documents were provided to the Office of Student Employment and the sign-in process was completed. ***Direct Deposit of payroll checks is required by the University.***
- *Applicants should be aware financial aid may be affected by the compensation of the RA position. All applicants are advised to check with the Financial Aid Office to determine the extent to which their financial aid package may be influenced by employment as an RA.*
- The RA may be placed on probation and/or terminated for noncompliance, poor performance of job responsibilities, and/or failing to meet the academic requirements.
- Reappointment is not automatic and is dependent upon the results of on-going positive performance appraisals and meeting the academic requirements of the position.
- Participation in student teaching, a co-op position, or internship is permitted only with prior approval by the Department. Requests must be made in advance to accepting a position and should be noted during the time of application/re-application.
- Resident Assistants are limited to the time they spend away from campus each month. The RA must have the supervisor's approval in advance of taking time away.
- As a professional courtesy, Resident Assistants should demonstrate a willingness to provide a minimum of two week's notice (in writing) prior to resigning employment.
- Activities outside of academic course work may not interfere with the responsibilities of the RA position. RAs are limited to 10 hours per week of extracurricular activities or commitments. This limitation applies to the sum total of involvement in committees, clubs, athletics and employment outside of this position, both on and off campus. Involvement in extracurricular activities is at the discretion of the Department.

Any requests for special consideration/accommodations must be made prior to acceptance of the position offer.

Appointment Period

The Resident Assistant position is for one academic year (Fall, Winter and Spring terms). Re-appointment is contingent upon successful completion of related responsibilities and a formal evaluation process conducted by an appropriate professional staff member.

The basic criteria, time commitments and responsibilities of the Resident Assistant position are described above. The Resident Assistant is compensated for the position. All RAs must observe and fulfill the mission, uphold and follow the policies and procedures of the Department of Housing and Residential Life as well as Florida Atlantic University. If an RA does not meet the requirements of the Resident Assistant position, then he/she may be released from the position and WILL have his/her compensation prorated accordingly.

Exceptions to this description may be made by approval of the Director/Assistant Director of Housing and Residential Life.

Please read carefully – Retain this page for your records.

If you have questions throughout the selection process, contact: Sean J. Pierce at spierce@fau.edu or (561) 799-8828

QUALIFICATIONS

Applicant qualifications for this position include:

- Registration as a full-time, FAU degree-seeking student for each semester of employment. Student staff members MUST register during pre-registration to be eligible for employment for the upcoming semester. Applicants with undergraduate student status must be registered for at least 12 credit hours per semester, not to exceed 17 credit hours per semester. Applicants with graduate student status must be registered for a minimum of nine (9) credit hours per semester, no more than 12 credit hours per semester and 6 credits for the entire summer term for graduates and undergraduates.
- One (1) semester as a Florida Atlantic University student prior to the first day of employment.
- Two (2) semesters (excluding summer) of post-high school College or University enrollment by the first day of employment.
- At least one (1) semester of living on a college campus prior to employment for the RA position.
- A cumulative minimum GPA of 2.50 for undergraduate students and 3.0 for graduate students during the term of employment. Additionally, undergraduate RAs must achieve a minimum 2.25 GPA and graduate students must achieve a minimum 2.50 GPA each semester to remain in good academic standing with the University. RAs failing to meet any of these academic requirements during any one semester will be placed on academic probation or terminated. RAs who fail to meet any of these requirements for two consecutive semesters will be terminated.
- Availability to attend Resident Assistant Training and other training sessions deemed necessary by the Residential Life staff. RA staff meetings will be scheduled by the HC as he/she determines the time which best fits all schedules, including at various times of the week or weekend. Resident Assistants must have flexibility in their course schedule to accommodate these staff meetings.
- Be in good standing with Florida Atlantic University and the Department of Housing and Residential Life (i.e. no disciplinary probation, outstanding financial obligations, etc.).
- Effective communication, leadership, and organizational skills.
- A respect for, and appreciation of, the diversity of the University Housing population.
- A willingness to work daytime, evening, and weekend hours as scheduled, plus hours during holidays and between academic terms.
- A willingness to report for staff training approximately two weeks prior to Opening Day for the Fall semester, three to five days prior to the start of the Spring semester, and one to three days prior to the start of the Summer session.
- Remaining on campus until closing duties have been completed and until the HC gives authorization to leave. During Winter, Spring, and holiday breaks, RAs are required to continue duty rotation.

Other important working dates are as follows:

- November/December (Training sessions for new hires)
- Labor Day
- Thanksgiving Break
- Winter Break
- Martin Luther King Jr. Day
- Spring Break
- Veteran's Day

Please read carefully – Retain this page for your records.

If you have questions throughout the selection process, contact: Sean J. Pierce at spierce@fau.edu or (561) 799-8828

SELECTION PROCESS TIMELINE

Applications Available: January 19, 2012- Online at FAU Website
Applications Due: Wednesday, February 8, 2012 at 4:00pm

Applications must be complete and include:

- Completed Application form
- Résumé
- A completed online application for temp position. Click on Create Applications at <http://jobs.fau.edu/> and then select "Support Personnel and Temporary positions Application"
- 3 Letters of recommendation Forms (in individually-sealed envelopes)
- Completed essay questions
- Completed Programmatic Activity Sheet & essay
- A copy of your most current academic transcript (showing GPA and credits completed)
- All application materials **MUST** be submitted at once in a large envelope with your name and Z number clearly identified on the front

Late or incomplete applications will not be considered for positions!!

(Completed application packets must be submitted to Cyndi Demitruk in the Housing Office)

Time Line for Application Process:

Information Sessions (will last approximately 60-75 minutes):

- Building 1 Multi-Purpose Room, Friday, January 20, 2012 at 2:00pm
- Building 1 Multi-Purpose Room, Monday, January 23, 2012 at 8:00pm
- Building 1 Multi-Purpose Room, Tuesday, January 24, 2012 at 5:00pm

Group Process: (please dress professionally and arrive at least 15 minutes early. Being late, and/or missing this process, will remove you from the candidate pool)

- Dining Hall Annex, Thursday, February 9, 2012 from 8:00pm to 11:00pm

Individual Interviews:

- All Applicants are required to complete an individual interview. Interviews will be held between February 14-18 and you will sign up for interview at the Group Process. All Interviews will take place in the Housing Office (located in the Lobby of Building 1). You will participate in an interview with the selection committee members. Expect interviews to be approximately 15-30 minutes in length. Professional attire is expected at the interview session.

Decisions will be made no later than Wednesday, February 29, 2012 at 5:00pm.

All applicants will be notified by letter of the selection committee's decision. Letters will be placed in residence hall mailboxes.

Please read carefully – Retain this page for your records.

If you have questions throughout the selection process, contact: Sean J. Pierce at spierce@fau.edu or (561) 799-8828

Résumé

Please attach a current resume to your application. Should you require assistance in developing your resume, please contact the Career Center, located in the Student Resources Building.

ESSAY QUESTIONS

The following questions will be used to measure your knowledge of the position as well as your writing skills. Please read each question carefully, and then formulate a response. All answers should be typed.

1. From your perspective, what do you feel are the three most important roles of a Resident Assistant and why?
2. If hired as a Resident Assistant, list and explain three goals you would have for yourself as a first year RA?
3. In what ways do you think residence hall living is a benefit to students?
4. Explain three things, that as a Resident Assistant, you would implement to embrace diversity within the residence halls. In addition, what could you do to make the residence hall environment an enjoyable, productive and safe place to live?
5. What role do you play on a team? Describe your work style and what type of work environment you are most successful.

CANDIDATE DECLARATION

Please read the declaration below carefully, affixing your signature at the end.

To the best of my knowledge, the information that I have furnished on this application is true and correct. I realize that intentional falsification of statements on this application will subject me to being disqualified as an applicant now and in the future for any employment with the Department of Housing and Residential Life, and if hired, to immediate termination.

I have reviewed the Resident Assistant Job Description, as attached and understand the duties and responsibilities of the position (including attendance at spring/fall training), as well as the outlined benefits. I hereby grant the Office of Housing and Residential Life permission to verify my cumulative GPA and student conduct record. By signing below, I certify that I currently have a minimum of a 2.50 cumulative GPA and understand that I must maintain such throughout my employment with the Office of Housing and Residential Life, if offered. If hired, this release shall remain in effect throughout my employment as a Resident Assistant. I further understand that I must have a clear student conduct record to be considered as an applicant for this position. If hired, this release shall remain in effect throughout my employment as a Resident Assistant. If I am found responsible for a violation of the Student Code of Conduct, I may be terminated from my position, to be determined by the Department Of Housing and Residential Life Professional Staff.

Applicant Signature

Date

PROGRAMMATIC ACTIVITY SHEET & ESSAY

One of the most important aspects of being a Resident Assistant is to develop and maintain a positive community on your floor. In order to aid you in understanding how this can be done, we are requiring that all applicants attend the following events on campus and keep a record of it by having the form signed by either the presenter or Event Leader (speaker, Executive Board member, RA, etc.).

After attending these events, you will be required to write a two-page paper, describing how these experiences help to build a community and your awareness of the need for a strong community.

This paper MUST have 1" margins, 12 pt. Times New Roman font.

If you use Microsoft Word, you will have to go under PAGE SETUP and change the default from 1.25".

ACTIVITY	DATE	SIGNATURE
RSA Meeting	_____	_____
RSA Program	_____	_____
RA Educational Program	_____	_____
RA Social Program	_____	_____
RA Round	_____	_____

Candidate Name: _____

Z Number: _____

New Hire Resident Assistant Candidate Reference Form

Name: _____

Z Number: _____

REFERENCE

The above named student is in the process of applying for a Resident Assistant position with the Department of Housing Residential Life for the 2012-2013 academic year. Resident Assistants are selected on the basis of: leadership, interpersonal skills and the desire to assist on-campus students in developing into successful individuals. Please complete this form in its entirety and return to the above applicant in a **sealed envelope with your signature across the seal.**

1. Please indicate how well you know the above applicant:

- Know very well through personal contacts outside of the classroom or office
- Know through classroom or office contact only
- Know well enough to give a general recommendation
- Have general acquaintance
- Do not know well enough to rate

2. Please comment on the applicant's ability in the following areas, as it relates to the Resident Assistant position (interaction with peers, leadership, communication with others, self-awareness, sensitivity to others). What specific skills does s/he demonstrate?

3. Please comment on any reservations you may have about recommending this applicant for a Resident Assistant position.

4. Based on my knowledge of this applicant as a Resident Assistant candidate, I would rate him/her as being:
(please check one)

- Preferred (excellent in a Resident Assistant position)
- Highly recommend
- Recommend
- Recommend with reservations (explain above)
- Do not recommend applicant for Resident Assistant position (explain above)

5. Additional information (please include any additional information that may be useful to the selection committee):

Reference Name (printed):	Contact Number:
Reference Signature:	Date:

New Hire Resident Assistant Candidate Reference Form

Name: _____

Z Number: _____

REFERENCE

The above named student is in the process of applying for a Resident Assistant position with the Department of Housing Residential Life for the 2012-2013 academic year. Resident Assistants are selected on the basis of: leadership, interpersonal skills and the desire to assist on-campus students in developing into successful individuals. Please complete this form in its entirety and return to the above applicant in a **sealed envelope with your signature across the seal.**

1. Please indicate how well you know the above applicant:

- Know very well through personal contacts outside of the classroom or office
- Know through classroom or office contact only
- Know well enough to give a general recommendation
- Have general acquaintance
- Do not know well enough to rate

2. Please comment on the applicant's ability in the following areas, as it relates to the Resident Assistant position (interaction with peers, leadership, communication with others, self-awareness, sensitivity to others). What specific skills does s/he demonstrate?

3. Please comment on any reservations you may have about recommending this applicant for a Resident Assistant position.

4. Based on my knowledge of this applicant as a Resident Assistant candidate, I would rate him/her as being:
(please check one)

- Preferred (excellent in a Resident Assistant position)
- Highly recommend
- Recommend
- Recommend with reservations (explain above)
- Do not recommend applicant for Resident Assistant position (explain above)

5. Additional information (please include any additional information that may be useful to the selection committee):

Reference Name (printed):	Contact Number:
Reference Signature:	Date:

New Hire Resident Assistant Candidate Reference Form

Name: _____

Z Number: _____

REFERENCE

The above named student is in the process of applying for a Resident Assistant position with the Department of Housing Residential Life for the 2012-2013 academic year. Resident Assistants are selected on the basis of: leadership, interpersonal skills and the desire to assist on-campus students in developing into successful individuals. Please complete this form in its entirety and return to the above applicant in a **sealed envelope with your signature across the seal.**

1. Please indicate how well you know the above applicant:

- Know very well through personal contacts outside of the classroom or office
- Know through classroom or office contact only
- Know well enough to give a general recommendation
- Have general acquaintance
- Do not know well enough to rate

2. Please comment on the applicant's ability in the following areas, as it relates to the Resident Assistant position (interaction with peers, leadership, communication with others, self-awareness, sensitivity to others). What specific skills does s/he demonstrate?

3. Please comment on any reservations you may have about recommending this applicant for a Resident Assistant position.

4. Based on my knowledge of this applicant as a Resident Assistant candidate, I would rate him/her as being:
(please check one)

- Preferred (excellent in a Resident Assistant position)
- Highly recommend
- Recommend
- Recommend with reservations (explain above)
- Do not recommend applicant for Resident Assistant position (explain above)

5. Additional information (please include any additional information that may be useful to the selection committee):

Reference Name (printed):	Contact Number:
Reference Signature:	Date:



JOHN D. MACARTHUR CAMPUS
Florida Atlantic University

Resident Assistant Selection Process
2012-2013

Please review the following checklist prior to submitting your application. The selection committee will not consider late or incomplete applications. Once you have ascertained that your application is complete, please submit all application materials (in the order listed below) by the deadline indicated.

Completed Application

Did You Remember...?

- Completed Application form;
- Résumé;
- A completed online application for temp position. Click on Create Applications at <http://jobs.fau.edu/> and select "Support Personnel and Temporary positions Application";
- A copy of your most current academic transcript;
- Read, sign and date the application declaration?

Late or incomplete applications will not be considered for positions.

Completed Essay Questions

Completed Programmatic Activity Sheet and Essay

Three Completed Recommendation Forms (in individually-sealed envelopes)

Applicants for a Resident Assistant position are required to submit **three** reference forms with their application packet. The reference must come from faculty, staff, or previous employers. Only **one** (1) reference may be from an RA. Please provide each of your references with one of the forms to complete. Completed reference forms must be returned with your application packet.

Completed Applications Are Due By:
Wednesday, February 8th, 2012 at 4:00pm
Applications must be submitted to Cyndi Demitruk in the Housing Office