

Commandeering the S.H.I.P

**FALL 2011
RA SELECTION
INFORMATION
PACKET**

**Scholarship
Heritage
Inclusion
Partnership**



ARE YOU READY TO SET SAIL WITH THE HOUSING
CREW?

YO HO YO HO AN RA'S LIFE FOR

We would like to take this opportunity to thank you for your interest in the Resident Assistant position here at Florida Atlantic University for the spring 2011 semester. Our Department is looking for enthusiastic, outgoing, and passionate individuals to meet our always growing, diverse student body living in our residence halls. We are looking for the most qualified and committed applicants for the Resident Assistant position. Good luck and we wish you the best throughout the application process.

If you should have any questions, problems, or concerns throughout the selection process, please email the RA Selection Committee at RASelection@fau.edu.

APPLICATION QUALIFICATIONS:

Please read carefully – Retain this page for your records.

- Registration as a full-time, FAU degree-seeking student for each semester of employment. 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.
- One (1) semester of a relevant group living in a campus living environment prior to employment for the RA position. Be sure to specify on your application the experience.
- 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 2.50 GPA and graduate students must achieve a minimum 3.0 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. **You will need a minimum of a 2.5 GPA to apply.**
- 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 RC 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 RC gives authorization to leave. During Winter, Spring, and holiday breaks, RAs are required to continue duty rotation.

Other important working dates are as follows:

Labor Day	Thanksgiving Break
Winter Break	Martin Luther King Jr. Day
Spring Break	Veteran's Day

If you have questions throughout the selection process, contact the RA Selection Committee: RASelection@fau.edu

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.

The RA is supervised directly by the Resident Coordinator (RC) or 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.

GENERAL RESPONSABILITIES:

- 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), desk 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 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.

PROGRAMMING & BULLETIN BOARDS:

- Plan, promote, and carry out all quarterly programming requirements, large-scale area programs, and theme programs involving all floors/areas.
- Maintain positive floor community through open communication and programming
- Encourage and involve residents to develop and implement programs.
- Complete and submit paperwork and advertisements for all programs.
- Attend and actively promote Weeks of Welcome, Homecoming, Safety month activities, and Department of Housing and Residential Life activities.
- Support Community Council and Resident Student Association (RSA) by encouraging students to become involved. Provide representation to the weekly meetings and serve as a resource person for these groups.
- Create and maintain floor and lobby bulletin boards that follow the educational content areas.

COMMUNITY DEVELOPMENT:

- Notify supervisor of roommate conflict immediately and assist with roommate mediations / contracts.
- Be available to residents and maintain high level of visibility in the buildings.
- Encourage residents to take responsibility for incidents and events in the community.
- Identify and offer assistance to residents and colleagues on personal, academic, wellness, or other issues.
- Respond and report behavior that is inappropriate / discriminatory / harassing in nature (racial, ethnic, religious, ability, gender, and/or sexual identity).

SAFETY & 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 RC/HC, requiring the RA to be in his/her area from 5:00 p.m. until 8:00 a.m. Sunday through Thursday and 5:00 p.m. until 5:00 p.m. the following day Friday, Saturday, and holidays.
- Be present and available in the housing area during assigned break periods and university holidays.
- Be familiar with the Housing Contract, Rules and Regulations, Florida Atlantic University Student Handbook, and Resident Assistant Manual.
- Demonstrate ability to respond to all emergencies. RAs are a vital part of the University's response to urgent/emergency situations and must be able to interpret and enforce University and Housing regulations and policies.
- 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, Fire Drills and Emergency evaluations.
- Must be available to assist housing staff in emergency situations including hurricanes, floods, tornados, etc.
- Observe residents to identify emotional, relationship, psychological, academic or social problems. Intervene appropriately or report, as needed.

ADMINISTRATIVE RESPONSIBILITIES:

- Attend regularly scheduled staff meetings and individual (1-on-1) meetings as scheduled by the RC/HC. 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.
- Assist RC and Area Office Secretaries in staffing the Area Offices a minimum of three (3) hours per week to assist the residents with customer service issues, concerns or assistance.
- Assist the RC and Secretaries in various capacities, including staffing the Area 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 RC.
- Prepare and complete a Performance Portfolio for review as part of the evaluation process.
- Conduct Health, safety and maintenance inspections as scheduled and follow-up accordingly.
- Report maintenance concerns for your floor and the buildings.

RELATED RESPONSIBILITIES:

- Attend all 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.
- Perform additional duties as assigned or related to community development by the Department of Housing and Residential Life professional staff.

OTHER EXPECTATIONS:

- Use Facebook and other on-line community groups in a fashion to be a positive role model and student leader.
- Consult with Assistant Director prior to discussing community related issues with the press.
- Continuously build knowledge base and enhance skills.
 - Show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Treat residents and colleagues with respect; work with integrity; uphold organizational values.
- Prioritize and plan work activities; use time efficiently and complete tasks on time.
- Volunteer readily; ask for and offer help when needed.

EMPLOYMENT INFORMATION & COMPENSATION:

- 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. As a Resident Assistant, it is difficult to determine the exact hours for duties because you are both a student living on campus 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.
- 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.

Checklist & Timeline

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 listed below.

These application materials must be completed and submitted electronically by Nov. 2, 2011 at 5pm:

- Completed Application Form- If you do application in this packet it is a fill in form and you can email it to RAselection@fau.edu. DO NOT HAND WRITE!!!
- Resumé (email document to RAselection@fau.edu)
- 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".

These application materials must be submitted together in a Manila Folder (Full Name and Z Number on tab) to the RA Selection Committee in the Central Housing Office (Blg.46) by Nov. 2, 2011 at 5pm :

- 3 Letters of Recommendation Forms (in individual sealed envelopes)
- Copy of current unofficial academic transcript

These documents must be completed and submitted by Group Interviews on Tuesday Nov. 8, 2011:

- Completed Learning Activities Form

Application Timeline

Applications Available	Wednesday October 12, 2011
Information Session *You MUST attend one of the three sessions*	October 20, 2011 in IVAS at 9PM October 25, 2011 in Nations at 8:30PM October 30, 2011 in IVAS at 8PM
Application Materials Due (See above)	Wednesday November 2, 2011 at 5pm
Learning Activities *Bring to Group Interview	Tuesday November 8, 2011
Group Process Interview	Tuesday, November 8, 2011 at 7pm *Please contact RAselection@fau.edu if you have a class conflict at this time.
Individual Interviews	Tuesday November 15- Wednesday November 16, 2011
Decision Letters	Tuesday November 22, 2011

Application

****This must be filled out completely and submitted electronically along with, your resumé, and a copy of your most current academic transcript****

GENERAL INFORMATION

Full Name: _____ / _____ / _____
(Last) (First) (Middle)

Gender: Male Female

Student Z Number: _____ University Email Address: _____@fau.edu

Are you eligible to work in the United States? Yes No

Do you have a valid Social Security card? Yes No

Local Address: _____
(Street Address - If on-campus, list building and room number only)

City/State/Zip Code

Permanent: _____
(Street Address, include apartment number if applicable)

City/State/Zip Code

Cellular or Alternate Telephone Number: _____

HOUSING & EDUCATION INFORMATION

Have you had group living experience? Yes No Please specify _____

Class Level: FR SO JR SR GRA Anticipated Graduation Date: _____

Present Cumulative GPA (on a 4.0 scale): _____ (To apply, you need a minimum 2.50 GPA and maintain a semester GPA of 2.25)

Are you (or were you previously) employed at FAU? Yes No

If yes, list current (or most current) FAU job: Department Name: _____ Job title: _____

Appointment Dates: (start) _____ (end) _____ Supervisor: _____ Contact Number: _____

Are you interested in working with the Living and Learning Communities? Yes No

Are you interested in working with the First Year Student Housing program? Yes No

Population Preference: (This does not mean that you will be placed with preference. Please put a number 1-meaning 1st choice, 2- meaning 2nd choice etc.)

Freshmen Upperclassmen Combination of Freshmen and Upperclassmen Graduate/Professional
 Any

Please share your reason for this selection: _____

ANTICIPATED COMMITMENTS DURING THE ACADEMIC YEAR

List any activities (such as student organizations, outside employment, athletics etc) that you plan to engage in during the academic year of employment and the approximate time commitment (in hours) of each per week.

Activity	Commitment (hours per week)	Supervisor Name	Supervisor Contact Info.

RA CANDIDATE NAME: _____

Z#: _____

LEARNING ACTIVITIES

The set of activities below should be completed as part of the RA Selection Process. These activities are designed to give you a better understanding of the RA position and better prepare you for what is expected in the position. The first 2 activities must be completed with no less than 2 different RAs and must have been completed within the Fall 2011 Semester. You may begin completing these tasks as soon as you would like, but all tasks must be completed prior to the Group Interviews (**Tuesday, November 8, 2011**). If you are unable to attend Group Interviews on November 8th due to class you may return this sheet by 8pm on November 8th to the Heritage Park Towers Area Desk.

***Bring this sheet with you to the Group Interview Process on November 8, 2011.**

<u>Task/Activity:</u>	<u>RA/RC Name:</u>	<u>RA/RC Signature:</u>
Assist with or attend an RA program	_____	_____
Assist a current RA with a bulletin board Or floor decorations	_____	_____
Shadow an RA during a daytime duty round (contact area office for times available)	_____	_____
Attend an RSA meeting, program, or event <u>or</u> an Community Council meeting, program, or event	_____	_____
Attendance at an Information Session	_____	_____

DECLARATION

Please read the declaration below carefully. Submission of this RA Application to RASelection@fau.edu affirms your agreement to the statement below.

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.

I have reviewed the Resident Assistant Job Description, as attached and understand the duties and responsibilities of the position (including attendance at spring training), as well as the outlined benefits.

I hereby grant the Department of Housing and Residential Life permission to verify my cumulative and semester GPA and student conduct record. By submitting this application, I certify that I currently have a minimum of a 2.50 cumulative GPA (3.0 for graduate student) and understand that I must maintain a 2.50 minimum GPA as an undergraduate per semester and a 3.0 minimum GPA as a graduate student per semester throughout my employment with the Department 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 I am found responsible for a violation of the Student Code of Conduct during my term of employment, I may be terminated from my position, to be determined by the Department of Housing and Residential Life.

**New Hire Resident Assistant Candidate Reference Form
Reference 1**

Name: _____

Z Number: _____

INFORMATION

Applicants for a Resident Assistant position are required to submit **three** reference forms with their application packet. The reference must come from faculty, staff, RA or previous employers. At least one of the three must be from a faculty member or previous employer and at least one must be from applicants current or previous RA. Please provide each of your references with one of the attached forms to complete. Completed reference forms must be returned with your application packet.

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 2011-2012 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):	Reference Position:
Reference Signature/Date:	Contact Number:

Name: _____

Z Number: _____

I N F O R M A T I O N

Applicants for a Resident Assistant position are required to submit **three** reference forms with their application packet. The reference must come from faculty, staff, RA or previous employers. At least one of the three must be from a faculty member or previous employer and at least one must be from applicants current or previous RA. Please provide each of your references with one of the attached forms to complete. Completed reference forms must be returned with your application packet.

R E F E R E N C E

The above named student is in the process of applying for a Resident Assistant position with the Department of Housing Residential Life for the 2011-2012 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.**

6. 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

7. 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?

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

9. 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)

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

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

Name: _____

Z Number: _____

I N F O R M A T I O N

Applicants for a Resident Assistant position are required to submit **three** reference forms with their application packet. The reference must come from faculty, staff, RA or previous employers. At least one of the three must be from a faculty member or previous employer and at least one must be from applicants current or previous RA. Please provide each of your references with one of the attached forms to complete. Completed reference forms must be returned with your application packet.

R E F E R E N C E

The above named student is in the process of applying for a Resident Assistant position with the Department of Housing Residential Life for the 2011-2012 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.**

11. 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

12. 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?

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

14. 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)

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

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