February 11, 2011

Dear Applicant:

On behalf of the Office of Residence Life and Judicial Affairs, I would like to thank you for your interest in applying for the Resident Assistant position for the 2011-2012 academic year. The Office of Residence Life and Judicial Affairs believe in selecting highly skilled and motivated individuals to be part of our dynamic team! Furthermore, you will have the ability to develop leadership skills, gain great experiences, and become a highly sought after future professional.

The Office of Residence Life and Judicial Affairs is looking for students who are interested in becoming a leader in their community and who can define and articulate their motivation, expectations, and desire for learning. The RA position is one of the most important and sought after student employment positions on our campus. It also requires a high degree of responsibility, commitment, and dedication.

As you begin to review and complete the Resident Assistant application, please read the enclosed information carefully and thoroughly. Candidates interested in the RA position will be required to submit their application no later than 4:30pm on February 23, 2011. No applications will be accepted after the deadline.

Thank you for your interest in the Residential Life program at Hilbert College and we wish you luck in the selection process. Should you have any questions, do not hesitate to talk to your RA, or visit the Office of Residence Life and Judicial Affairs (located on the first floor of Trinity Hall) between the hours of 9:00am to 5:00pm Monday through Friday.

I hope you will consider joining our team!

Sincerely,

Tarra Ognissanti  
Graduate Assistant of Residence Life  
tognissanti@hilbert.edu

Cveta Picarova  
Assistant Director of Residence Life  
cpicarova@hilbert.edu
Application Eligibility

To be eligible for the RA position, you must:

☐ Be enrolled as a full-time undergraduate (minimum of 12 credits) student and/or continuing a program from your undergraduate studies (criminal justice, etc.);

☐ RA applicants must have completed one full semester of college prior to the application deadline;

☐ Maintain at least a 2.5 cumulative grade point average at the time of application and for the duration of your employment as a Resident Assistant;

☐ Be found not responsible for significant or repeated violations of College Student code of Conduct. Student Conduct records will be reviewed;

☐ Have lived on Hilbert College campus for at least one semester;

☐ Recognize the Resident Assistant position as your primary non-academic responsibility;

☐ Be available for scheduling of staff meetings, duty nights, supervision, and all other RA duties which take precedence over all other non-academic commitments.

Application Requirements

To receive full consideration for the Resident Assistant position, you must:

☐ Complete your application, obtain two letters of recommendation from a professional (one MUST be a faculty or staff member of Hilbert College), and deliver a printed copy to the Office of Residence Life and Judicial Affairs by Wednesday, February 23, 2011 by 4:30pm.

☐ Participate in an individual interview with current RAs and professional staff. Interviews will be conducted February 28, 2011 to March 3, 2011.

SPECIAL NOTE: If you are hired as a Resident Assistant room may be considered part of your financial aid package and may directly affect how much financial aid, including any work study which you may receive. For more information about the impact please consult the Financial Aid Office.
2011-2012 Academic Year Resident Assistant
SELECTION PROCESS TIMELINE

Please note the important dates listed below:

February 9th
RA Applications available in the Residence Life Office

February 15th or 16th (pick one)
RA Information Session:
   February 15th - 9:00pm
   February 16th - 8:00pm
(Location: Trinity Basement)

February 17th – February 21st
Interview sign ups in Residence Life

February 23rd
RA Application Deadline
Due to Office of Residence Life by 4:30pm

February 28th – March 3rd
RA Candidate Interviews

March 4th
*Group Process Day 3pm – 6pm

March 10th
Selection Letters sent out (check your mailbox)

March 21st
RA Acceptance Forms Due Back

* Please understand group process is mandatory. If you are not able to attend the March 4th group process due to extraordinary circumstances, you must contact the Residence Life Office to explore alternate options.
Resident Assistants are full-time Hilbert College students who are under contract to the Office of Residence Life and Judicial Affairs. They report to and are directly supervised by either the Graduate Assistant of Residence Life or Assistant Director of Residence Life. Resident Assistants have the most frequent and direct communication with resident students, and therefore have the greatest opportunity to contribute to the development and education of individuals. Through the implementation of programs and policies, our ambition to accomplish the four goals of our program is possible. These goals are: building a positive community, creating a living/learning environment, programming for the total development of the student, and working with students to ensure safe, secure, and well-maintained facilities. As a staff member of the Residence Life Program, you will be taking on many challenges. It is our hope that those challenges will be instrumental in your own personal growth and development.

Specific responsibilities are:

**Qualifications**

A. Leadership potential as evidenced by previous leadership experiences, recommendations, staff evaluations, and potential as perceived by the observers in the group and individual interviews.

B. Good conduct within the College environment (not currently on disciplinary probation).

C. All applicants must have been a student at Hilbert College one semester previous to employment.

D. A 2.5 overall cumulative average at the time of application, a 2.5 cumulative average during the time of employment and a 2.5 GPA the semester previous to application is required. RA’s must maintain at least a 2.5 GPA while employed by the department.

**Conditions of Employment**


B. Recognize that employment commits the RA to one academic year, contingent upon satisfactory performance as evaluated by the Office of Residence Life.

C. Follow through with policies, procedures and/or responsibilities set forth by the professional staff of the Residence Life Program.

D. Contract renewal is based upon performance evaluations.
Manager
A. Demonstrate a positive attitude toward the Residence Life Program and Hilbert College.
B. Be aware of what is going on in the building and on your floor.
C. Keep the office of Residence Life informed about incidents, situations and concerns.
D. Be familiar with office operations and procedures.
E. Be on duty for the residence hall/Apartments on an assigned basis and perform all tasks that are required. (Refer to duty responsibilities).
F. Complete all administrative tasks, report maintenance needs, and evaluations as requested by your supervisor.
G. Be prompt and accurate in your paperwork.
H. Assist in opening and closing the building at the beginning and end of each semester and at vacation periods. Resident Assistants will be the last to leave and the first to return from vacations.
I. Assist in public relations by being able to explain residence hall programs and staff responsibilities to students, faculty, parents and guests.
J. Report damages and needed repairs to your supervisor as quickly as possible.
K. Follow up on maintenance needs and requests.
L. Be familiar with all residence hall fire alarm systems and familiarize residents with building evacuation routes and emergency numbers.
M. Cooperate and maintain positive relations with other staffs and services (i.e. housekeeping, maintenance, security, student activities, etc.).
N. Perform all duties as assigned by your supervisor.

Educator
A. Initiate, plan and organize programs each semester, as outlined by your supervisor.
B. Educate students by serving as a resource (keep students informed about the college and what is happening on campus). To do this you should post signs, maintain up-to-date bulletin boards, hold regular floor meetings and inform students of hall policies during confrontations.
C. Contribute to maintaining a living/learning atmosphere conducive to studying by emphasizing quiet hours, common courtesy, sensitivity, and consideration of others.
D. Encourage faculty and staff to participate in hall programs and student life.
E. Attend all weekly staff meetings, in-service trainings including workshops, and meet with your supervisor for individual supervision. Punctuality shows respect for other staff members and is required at all times.
F. Participate in RA selection.
G. Support and attend programs organized by other staff members.
Helper / Role Model

A. Availability
   1. Be available and visible to students and staff, especially during evening and weekend periods.
   2. When you are not available, let students know who to contact if a problem arises.
   3. Indicate to students that you are willing to spend time with them.

B. Approachability
   1. Know all the residents on your floor well (i.e. names, interests, career choices, values etc.)
   2. Respond to personal concerns and difficulties of residents. Consult with your supervisor on problems or situations which might require prolonged or professional attention. Refer when necessary.
   3. Be aware of attitudes and behavior patterns of your residents.
   4. Be aware of resident’s social educational and cultural concerns and try to respond to them.

C. Personal Interaction
   1. Demonstrate effective listening skills. Be attentive and demonstrate understanding. Provide the resident with feedback, but do not make decisions for them. Instead, explore alternatives for student’s problem(s). Show a genuine interest and refer when necessary.
   2. Interact with students positively and when necessary as a disciplinarian.
   3. Respect and maintain confidentiality.
   4. Demonstrate flexibility and control your own emotions, temper, and prejudices in dealing with various personalities. Display tolerance of different lifestyle and cultural differences.
   5. Aid students in their adjustment to residence hall/apartment living.
   6. Work with students to develop community expectations within the hall.
   7. Initiate community building activities (i.e. floor activities).
   8. Support students by facilitating students’ requests for programming when feasible.

D. Intervention Skills
   1. Be familiar with rules and regulations. Refer to the Student Handbook for residence hall policies.
   2. Be familiar with campus resources, including the Residence Life Office, Academic Support Services, Campus Security, and Health Services.
   3. Offer support and ideas on ways of responding to problems.
   4. Attempt to mediate roommate conflicts when necessary. Also, develop and monitor roommate mediation contracts.
   5. Encourage students to accept responsibility for their actions.
   6. Encourage students to communicate directly with each other.
   7. Be consistent in similar situations and particularly with all Hilbert College policies and procedures.
   8. Document positive and negative incidents.
9. Report all serious violations, emergencies, and critical situations to your supervisor or Professional on duty.
10. Seek assistance and support whenever needed

**Additional Responsibilities**

A. Act as a role model and representative of the Office of Residence Life and Hilbert College, both within and outside the residential community;

B. Perform any other related responsibilities or duties as assigned by the Office of Residential Life.

It is essential that each Resident Assistant perform all expectations listed on this job description. In the event that a staff member does not fulfill the responsibilities of the position, staff will be subject to disciplinary action in an effort to address and correct the performance issue(s).

**Compensation for the Resident Assistant position includes housing assignment in a single room in St. Joseph Hall, Trinity Hall, or Apartments. Please note that exceptions may be made for unforeseen circumstances. In addition, Resident Assistants receive a stipend of $600.00 per academic year.**

*Remember that a RA is assumed to possess certain characteristics which the college respects and considers important. The abilities to gain respect, relate well with peers, be a positive role model, and to exert a positive influence on others are essential and play a large role in his or her success.*