Life University

Resident Assistant Application

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Dear Applicant,

Thank you for your interest in the Resident Assistant position at the Village Retreat at Life University. The RA position is one of leadership on campus in the area of residence life. Resident Assistants are members of the Student Services staff who actively participate in the development of a respectful, vibrant living community at the Village Retreat.

The Resident Assistant job is like no other. Resident Assistants must be able to meet the dual responsibilities of being a student and a member of the Resident Assistant team. To become a Resident Assistant, you must have lived in the Village Retreat for at least one quarter before applying.

In this packet you will find information regarding the Resident Assistant position including a job description as well as the application for the Resident Assistant position. All application materials must be returned to the Hall Coordinator. You will be sent an email regarding your next step in the Resident Assistant selection process so please check your email.

The individual selected for the Resident Assistant position will be informed when they will begin work. Training for the Resident Assistant position will take place before they can begin working as a Resident Assistant.

Again, thank you for your interest in the Resident Assistant position. We look forward to meeting with you during this process.

Sincerely,

Dorothy Becker-Russo
Hall Coordinator

Jennifer J. Valtos
Director of Student Involvement & Leadership

Resident Assistant Roles, Responsibilities & Expectations

RA Contract and Job Description

Resident Assistant Contract and Job Description

Position Title: Resident Assistant
Reports To: Hall Coordinator and Director of Student Involvement and Leadership
Classification: Student Staff

Job Purpose:

The Resident Assistant is a student staff member living in a University owned property assisting in the development of students in the building and managing the safety and security of the residents. The Resident Assistant is a member of the Student Services team and is responsible for the general development, administration, and implementation of student services programs in the residential community. The goal of the position is to actively support the mission and goals of Life University and the Office of Student Services.

Responsibilities to the Community:

- Be available, accessible, and visible to residents and staff.
- Maintain daily contact with students living in the community.
- Participate in resolving roommate conflicts.
- Ensure that an academic environment is maintained within the residences.
- Keep residents informed of campus events.
- Serve as a resource and referral contact for students.
- Serve as a contact for university officials in a crisis or emergency situation.

Administrative Duties:

- Log maintenance requests with appropriate personnel so repairs can be made.
- Check your email for RA information at least twice a week.
- Assist in the overall supervision of the residential community including problem identification and resolution in all aspects of housing, operations, and residence life.
- Provide written and oral communication about all relevant situations.
- Submit weekly report to your supervisor.
- Inventory furniture and other items in the common areas, courtyard, and the cabinet in the Student Lounge once a night when on duty.

Programmatic Duties:

- Assess the needs of the residents in the building and help develop programs to meet those needs and enrich the residential experience.
- Provide weekly community development and/or educational opportunities for residents. Each RA will complete one educational program and one social program and will assist with other events as needed.
- Submit completed programming proposals and evaluations for educational and community building programs to your supervisor on time.

Rounds/Judicial Duties:

- Personally abide by all state laws and University policies, on and off campus.
- Monitor, confront, and document student behavior on campus in accordance with University policies.
- Submit judicial paperwork within 24 hours of an incident.
- Participate in a rotating RA Duty schedule including break duty.

Time Commitments:

- Attend all training sessions for the duration of your contract.
- Meet with your supervisor one-on-one to discuss student concerns, personal development, and planning for floor or building activities two-three times a quarter.
- Attend weekly staff meetings with your supervisor or his/her designee.
- Be present and available in your residence hall at least four nights a week and two weekends a month.
- Participate in extracurricular and/or outside job responsibilities with permission of the Director of Student Involvement and Leadership providing it does not conflict with your ability to be an effective RA.
- Attend the annual GRASS conference which is typically held in January.
- Participate in quarterly team building activities.
- Return to campus each quarter on the Sunday prior to the first day of classes.
- All other duties as assigned.

Qualifications:

- Possess a motivating interest in working with students in a residential environment.
- Leadership potential and strong interpersonal skills as evident by previous leadership experiences, references, and skills and potential as perceived by the evaluators in the selection process.
- Must be available to serve on the staff for one full contract year.
- **Must be enrolled as a full-time student and have and maintain a 2.5 cumulative GPA while serving as a Resident Assistant.**
- **Must reside in university housing for at least one quarter prior to assuming a position as a Resident Assistant.**

Compensation:

Payment for services rendered shall be rent reduction of $420.00 each month.

Final Notes:

I understand that I must sign a lease with Place Properties in order to reside in the Village Retreat. I recognize that due to the unique nature of the duties and responsibilities of a Resident Assistant, my conduct must be above reproach and in accordance with the Mission of Life University and the Office of Student Services. Staff members have a responsibility to behave in ways that will not have a detrimental effect upon the University or any members of the University community. Furthermore, I recognize my conduct should reflect the consciousness of my position as a positive role model for all of the students who live in university housing. Finally, I recognize that because I am a member of a community I will hold my fellow staff members to the same standards as any other student. I further agree that my appointment to the position of Resident Assistant may be terminated if I fail to abide by the above-mentioned conditions or if I violate University or Student Services policies as determined by the professional staff, outlined in the Student Handbook, or detailed in the Resident Assistant staff manual.

Date_____ Signature _____

Print Name_____

Application Instructions

Retain this sheet for future reference. Please read these instructions before you submit your completed application. Return your completed application form along with your resume, cover letter, and self-reference to the Hall Coordinator.

References:

Ask three people to complete the supplied references for you. Your references should be individuals who know you well and can indicate your skills and abilities to serve in the capacity of a Resident Assistant.

Selection:

Unfortunately, not every student who submits an application will be asked to interview or offered a position. Please check your email to verify your next step in the selection process.

Notification:

All notification letters will be available in the Hall Coordinator's Office or be emailed out. Applicants are responsible for obtaining all selection letters on the day they are first available. Arrangements can be made in special circumstances. Student Services is not responsible for notifying applicants who do not pick up their notification letter.

Questions:

If you have any questions, please contact Dorothy Becker-Russo, Hall Coordinator or Jennifer Valtos, Director of Student Involvement and Leadership. Dorothy can be reached at 678-331-4336 or via email at dbecker@life.edu and Jennifer can be reached at 770-426-2700 or via email at jvaltos@life.edu.

Life University is an Affirmative Action/Equal Opportunity Employer

Cover Letter/Resume Instructions

Resume:

Please submit a **resume** of no more than two pages. Include all of the following: Name, current and permanent address, email address, and phone number.

Education: List all schools attended including secondary school.

Work Experience: List positions held, beginning with the most recent; describe the responsibilities, give the name of the organization(s), and dates of employment.

Volunteer/Leadership Experience: List positions held, beginning with the most recent; describe the responsibilities, give the names of the clubs/organizations and dates of participation.

Related Skills and Experience: List any other experiences, activities, talents, or hobbies that you consider to be useful or valuable as a Resident Assistant. Also list any organizations or programs in which you participated, received training or earned awards.

Cover Letter:

Accompanying your resume should be a one page **cover letter**. Your cover letter should include why you want to be an RA, why you think you would be a good fit and your qualifications for the position. In addition, it should highlight the most important accomplishments and skills listed in your resume. While your cover letter should summarize your qualifications for the RA position as a *job*, please also focus on your talents and abilities that will make you a good fit for the RA position as a *lifestyle*.

Please note that the content and quality of the resume and cover letter will be taken into consideration when reviewing applications. Please feel free to contact the Office of Career Services if you need assistance with these items.

Give completed applications to the Hall Coordinator

PLEASE PROVIDE THE FOLLOWING INFORMATION (PLEASE TYPE OR PRINT LEGIBLY):

Full Name: _____
Last *First* *Middle*

Student ID # _____

Local address: _____

Phone number: _____

E-mail (please print legibly): _____

Program of Study: _____ Quarter/Year in School _____

If UG, please indicate major: _____

Current Grade Point Average: _____

Other Colleges/universities attended Major Dates Attended

_____

_____

Position Requirements: Resident Assistants must be able to meet the dual responsibilities of being a student and a Resident Assistant team member. Please check to see that you meet the basic requirements.

____ Have read and understand the RA job description and contract

____ Have a cumulative grade point average of 2.5 or higher

____ Able to begin work when to position opens up and attend training dates prior

I certify that the statements made in this application are true and correct to the best of my knowledge. I give permission to the Executive Director of Student Services to verify my quarter and cumulative GPA at any time while being considered and/or retained by Life University as a Resident Assistant.

_____

Signature of Applicant Student ID # Date

THIS FORM, ALONG WITH YOUR RESUME, COVER LETTER, SELF-REFERENCE AND REFERENCES, MUST BE RETURNED TO THE HALL COORDINATOR

LIFE UNIVERSITY

Resident Assistant Employment Application
SELF-REFERENCE FORM

Office of Student Services
Life University

Applicant's Name:_____

To the Applicant:
The Office of Student Services at Life University supervises a staff of students in University Housing as Resident Assistants (RAs). RAs live in Life's Village Retreat and are available to assist other students in their personal and social development. Their role is a significant one, which emphasizes peer counseling, educational programming, community development, and administrative tasks, among other responsibilities. This is the position for which you have been asked to evaluate yourself. This evaluation should be **completed and returned with the remainder of your application**. Thank you for completing this self reference. We appreciate your honest and thoughtful responses, but please limit your answers to no more than one hundred and fifty words each. Please type or print legibly.

What do you believe are your strengths?

What do you believe are your areas for improvement?

What else would you like us to know about you as a potential Resident Assistant?

Please indicate the degree to which you believe each of these characteristics applies to you by marking whether you (5) strongly agree that it applies, (4) agree that it applies, (3) are undecided, (2) disagree that it applies, (1) strongly disagree that it applies.

_____ 1. helpful
_____ 2. defends own beliefs
_____ 3. independent
_____ 4. responsive to others
_____ 5. forceful
_____ 6. has strong personality
_____ 7. sympathetic
_____ 8. compassionate
_____ 9. assertive
_____ 10. sensitive to the needs of others
_____ 11. dominant
_____ 12. sincere
_____ 13. gentle
_____ 14. willing to take a stand
_____ 15. warm
_____ 16. tender
_____ 17. friendly
_____ 18. acts as a leader
_____ 19. aggressive
_____ 20. competitive

List three adjectives that best describe you:

_____ _____ _____

Overall, how would you rate yourself as an applicant?

☐ Exceptional, rare find
☐ Very good, no reservations at all
☐ Good, better than many
☐ Recommend, no strong feelings
☐ Might be okay, some reservations
☐ Weak should be discouraged

Signature _____ Date _____

Address _____ Phone _____

Please return this self-reference with your completed application directly to:

Life University's Village Retreat
Hall Coordinator
1139 Barclay Circle

LIFE UNIVERSITY

REFERENCE FORM

Office of Student Services
Life University

Applicant's Name:_____

Name of Reference (please print) _____

To the Applicant:
Under the terms of the Family Education Rights and Privacy Act, as amended with regard to this reference, please check one:

_____ I **WAIVE** my right to view this reference.
_____ I **RETAIN** my right to view this reference.

After completing this section, please give this form to the intended author of the reference. He or she will return it directly to the Office of Student Services. This reference will be used strictly as a part of the selection process and for no other purpose.

Applicant's Signature: _____ Date: _____

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How long have you known the applicant? In what capacity?

What do you believe are the candidate's strengths?

What do you believe are the candidate's areas for improvement?

Please indicate the degree to which you believe each of these characteristics applies to the applicant by marking whether you (5) strongly agree that it applies, (4) agree that it applies, (3) are undecided, (2) disagree that it applies, (1) strongly disagree that it applies.

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List three adjectives that best describe the applicant:

_____ _____ _____

Overall, how would you rate the applicant:

- ☐ Exceptional, rare find
- ☐ Recommend, no strong feelings
- ☐ Very good, no reservations at all
- ☐ Might be okay, some reservations
- ☐ Good, better than many
- ☐ Weak should be discouraged

Signature _____ Date _____

Address _____ Phone _____

Department/Organization _____ Title _____

Thank you for completing this reference. Please return this reference directly to:

Resident Assistant Selection Committee
Hall Coordinator
Life University
1135 Barclay Circle
Marietta, GA 30060
Fax Number – 678-581-1970

Resident Assistant Employment Application

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