Resident Advisor Selection: 2019-2020

Thank you for your interest in the Resident Advisor (RA) position. The RA position is an invaluable component of the Office for Residential Life. Candidates are selected to become a Resident Advisor because of their ability to act as an honorable and responsible leader, a friendly and approachable support to residents, and a calm and confident emergency resource. This position is prestigious because of the responsibilities and duties entrusted to every member of the RA staff. In order to apply, the candidate must fulfill all of the following criteria:

- Full-time student (undergraduate or graduate) for the entire 2019-2020 academic year
- Good academic standing, with a cumulative GPA of at least 3.0
- Willing and able to commit necessary amount of time and dedication to role.
- Complete the full RA Selection Process

The timeline for the RA Selection process is as follows:

- **January 28 – February 6**: Applications are available
- **February 6**: Applications are due by 9:00am
- **February 8**: Recommendations are due by noon.
- **February 19**: Group Process Day with student staff and administration (10:00pm-11:50pm; SLC)
- **February 11 – 22**: Individual Interviews with student staff and Assistant Director for Residential Life
- **March 6**: Candidates receive letters regarding whether they’ve been hired, placed on the alternate list, or not hired.

All candidates who wish to participate in the selection process must be present for the entire group interview on Tuesday, February 19th from 10:00pm – 11:50pm. There are no exceptions for missing this group interview. Candidates will be able to sign up for a preferred interview time for Individual Interviews.

A candidate may be removed from the RA Selection process based on completeness of application materials and the selection process, if other pertinent information is brought to the attention of the Office for Residential Life, or by request of the candidate.

The Resident Advisor Application must be submitted no later than **WEDNESDAY, FEBRUARY 6, 2019 AT 9:00AM**. The Resident Advisor Recommendation Form must be completed no later than **FRIDAY, FEBRUARY 8, 2019 AT NOON**.

It is our goal to provide a positive experience for all candidates as we select our next RA staff. If you have any questions, please contact the Office for Residential Life.

Sincerely,

Summer Naugle
Assistant Director for Residential Life
Office for Residential Life Mission Statement

Living on campus provides many opportunities to enhance the college experience. The Office for Residential Life supports this experience by providing an inclusive, safe, supportive, educational, and engaging environment. As a staff, we work to nurture the personal and professional growth of all of our residents through programs and services that support the development of the whole student.

Resident Advisor Job Description

The primary responsibility of the Resident Advisors is to their halls. The Resident Advisor (RA) is a leadership position that focuses on creating a respectful and inclusive community within the Student Living Center (SLC). They must have skills in establishing boundaries, de-escalating situations, mediating solutions, conflict management, and appropriate confrontation. Flexibility, adaptability, and creative problem solving skills are critical for RA success. Resident Advisors should be approachable, accessible, and caring to those around them. They are expected to be considerate and responsible figures in the lives of Eastman students. They are emergency responders during crisis situations involving residents and/or the SLC facilities.

Community Development Responsibilities

- Have an active role in creating their halls’ community and the full SLC community though their programming responsibilities, informal bonding opportunities, and formal communication.
- Be available to their residents, proactively building relationships and providing support.
- Be in their halls as often as possible. This includes sleeping in their room every night in case of emergency. The Assistant Director for Residential Life must approve any nights spent away from the Student Living Center in advance. There must always be five RAs in the SLC, including over Thanksgiving and Spring Breaks.
- Listen to those around them, and serve as liaison between community stakeholders.
- Inform students of their rights and obligations as residents, and for enforcing the University’s policies, rules, and regulations.
- Effectively distribute information to residents using multiple communication mediums.

Student Support Responsibilities

- Provide emotional support to their residents and refer them to the proper resources to get help as necessary.
- Support students in distress and/or crisis as appropriate.
- Participate in the Office for Residential Life on-call rotation. This involves regular duty nights from 8pm-8am when you must stay in the SLC at all times and attend to the RA On-Call cell phone, responding to all issues that occur, and conducting rounds throughout the building.
- Respect confidentiality on all issues as outlined in the Resident Advisor Confidentiality Policy and FERPA guidelines.
- Counsel students about academic, personal, and residential concerns.

Training and Administrative Responsibilities

- Complete all administrative responsibilities accurately and in a timely manner. This includes relevant paperwork; checking your Residential Life mailbox, campus voicemail, and campus email daily; and posting signs within 24 hours.
- Resident Advisors are supervised by the Assistant Director for Residential Life. This is a mentorship relationship in addition to a management one - do not be afraid to ask questions or to ask for help. It is the responsibility of the Office for Residential Life to provide training on job responsibilities, ongoing evaluations of job performance, all resources required by the position, and communication on SLC and campus information in a timely manner.
- Resident Advisors are expected to be involved with:
Residents Advisor Expectations

- Maintain a standard of personal conduct consistent with the values, expectations and responsibilities of the University of Rochester and Eastman School of Music. Know and abide by University policies; guidelines outlined in the Resident Advisor Binder, Housing Contract, and Student Code of Conduct; as well as local, state, and federal laws.
- Be a role model and a leader; carry the Resident Advisor title across campus.
- The Resident Advisor position is expected to come before all other priorities other than academics and personal health.
  - This may mean that you will have to choose between your Residential Life position and another job, student leadership involvement, etc. The Resident Advisor position is considered to be an approximately 20 hours per week role, so outside involvement is limited to ten hours per week of additional activities unless an exemption is approved by the Assistant Director for Residential Life.
- Resident Advisors are entitled to time off when requested in advance, but are restricted to one weekend per month and no more than three days consecutively unless special permission and a plan is received by the Assistant Director.
- Be a positive member of the community, respecting and supporting all students. Be consistent in all that you do. Display enthusiasm for Eastman, the SLC, Student Activities, and Residential Life.
- Be a member of the Resident Advisor team, support each other, discuss issues directly, and be appreciative of other staff members. Interact in a respectful and professional manner at all times.
- Attend and be on time for all one-on-one meetings, staff meetings, trainings, and other mandatory events.
- A Resident Advisor may be placed on probation or terminated for:
  - Earning below a 3.0 GPA, or violating any academic or behavioral policies.
  - Performance that is judged to be unsatisfactory/failure to complete the terms of the contract.
  - Actions and/or attitude that is considered inappropriate to the role of the Resident Advisor position.
  - RA Evaluation results that are concerning, especially if the RA has been asked to address the issue(s).
  - Violation of the Office for Residential Life Master Key Policy or Confidentiality Policy.

Compensation

All Resident Advisors will be given compensation in the form of 100% of their room charges and $3,000 towards their meal plan. All remuneration is done through a partnership between Residential Life and Financial Aid and placed on the student bill.

Important Dates

- Wednesday, February 6, 2019 at 9:00am – Applications are due
- Friday, February 8, 2019 at 12:00pm – Recommendations are due
- Tuesday, February 19, 2019 from 10:00pm – 11:50pm: Group Process Day
- Monday, February 11, 2019 – Friday, February 22, 2019 – Individual Interviews
- Wednesday, March 6: Candidates receive selection letters
- Sunday, August 11, 2019 at 9:00am – RAs may begin moving into the SLC
- Monday, August 12, 2019 – Tuesday, August 27, 2019 - Fall RA Training & Resident Move In (full day responsibilities all days)
- Wednesday, August 28, 2019 – Classes Begin
- Monday, December 16, 2019 at 12:00pm – SLC Closes
- Monday, December 16, 2019 at 5:00pm – RAs may begin leaving the SLC once closing responsibilities are completed
- Tuesday, December 17, 2019 at 12:00pm – RAs must be out of the SLC
- Wednesday, January 8, 2020 at 9:00am – RAs may return to the SLC
- Thursday, January 9, 2020 – Sunday, January 12, 2020 – Spring RA Training (full day responsibilities)
- Monday, January 13, 2020 – Classes Begin
- Monday, May 18, 2020 at 12:00pm – SLC Closes
- Monday, May 18, 2020 at 5:00pm – RAs may begin leaving the SLC once closing responsibilities are completed
- Tuesday, May 19, 2020 at 12:00pm – RAs must be out of the SLC
How To Apply

Applications should be completed online at https://www.esm.rochester.edu/reslife/resident-advisor-selection/
To apply for the Resident Advisor position, you must submit:

- The Resident Advisor Application Form
- Completed Essay Questions
- Current Resume
- Resident Advisor Recommendation Form

RECOMMENDATION

Please complete the section below about the individual you have asked to recommend you to the position of Resident Advisor. Be aware that the recommender must complete the Resident Advisor Recommendation Form online: https://www.esm.rochester.edu/reslife/resident-advisor-selection/resident-advisor-recommendation-form/

Name of person providing recommendation:

Title or position of recommender:

Phone number: Email:

SIGNATURE

Your signature below affirms that the information provided in this application is truthful and accurate to the best of your knowledge. The Office for Residential Life reserves the right to review transcripts, University records, and contact references and confer with other personnel to determine eligibility and qualifications.

Signature Date
RESIDENT ADVISOR APPLICATION FORM

PERSONAL INFORMATION

Name:   University ID:
        Last         First         Middle

SLC Room Number OR Local Address:

Permanent/Guardian's Address:

Cell Phone:   Permanent Phone:

E-Mail:       Birth Date:

ACADEMIC INFORMATION

Class Year:   Major:   Cumulative GPA:

ESSAY QUESTIONS

Please respond to all of the following questions:

1. In your own words, please describe the nature of the Resident Advisor position and how are you uniquely qualified for this role?

2. Describe a conflict you had with another student in the past and how you handled the situation.

3. Provide a time when you made a mistake and how you corrected it.

4. What might be your approach to a resident on your hall who seems to be isolating themselves and you are concerned for their well-being?

5. What does the ideal residence hall community look like to you and how would you develop this as a Resident Advisor? Please consider a diverse student population in your answer.
Resident Advisor Recommendation Form

SECTION 1: Completed by the applicant

Name ______________________________________________________________________________

□ Confidential (I waive my right to review the form/letter.) □ Non-Confidential (I retain the right to review the form/letter.)

SECTION 2: Completed by the recommender

Name of person providing recommendation _________________________________________________________

Title or position of recommender _________________________________________________________________

Phone number ___________________ Email __________________________

Please describe how long you have known the applicant, and in what capacity.

______________________________________________________________________________________________________

______________________________________________________________________________________________________

Please rate the applicant compared to your interaction with other students/individuals

Integrity □ Superior □ Excellent □ Good □ Average □ Fair □ Poor

Judgment □ Superior □ Excellent □ Good □ Average □ Fair □ Poor

Leadership abilities □ Superior □ Excellent □ Good □ Average □ Fair □ Poor

Emotional maturity □ Superior □ Excellent □ Good □ Average □ Fair □ Poor

Self-confidence □ Superior □ Excellent □ Good □ Average □ Fair □ Poor

Compassion for others □ Superior □ Excellent □ Good □ Average □ Fair □ Poor

Ability to work on a team □ Superior □ Excellent □ Good □ Average □ Fair □ Poor

Communication skills □ Superior □ Excellent □ Good □ Average □ Fair □ Poor

Organizational skills □ Superior □ Excellent □ Good □ Average □ Fair □ Poor

Professional demeanor □ Superior □ Excellent □ Good □ Average □ Fair □ Poor

Resilience □ Superior □ Excellent □ Good □ Average □ Fair □ Poor

Is there anything else you feel that we should know about this applicant?

______________________________________________________________________________________________________

Submitting this Form

The recommender should return this form to the Office for Residential Life as either a completed paper document or by filling it out online at https://www.esm.rochester.edu/reslife/resident-advisor-selection/. The reference must submit this recommendation form by Friday, February 8, 2019 at noon.

Signature of Recommender ___________________________ Date _____________

100 Gibbs Street · Rochester, NY 14605
585.274.1251 · 585.274.1175 fax · reslife@esm.rochester.edu