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. Due to the critical nature of these responsibilities, preference will be given to candidates who are upperclass students with leadership experience. The Office for Residential Life is dedicated to fulfilling institutional values of diversity in hiring. RAs will be compensated with a single assigned room and a discounted meal plan.

In order to apply, the candidate must fulfill all of the following criteria:

- Full-time student (undergraduate or graduate) for the entire 2020-2021 academic year
- Good academic standing, with a cumulative GPA of at least 3.25
- Willing and able to commit necessary amount of time and dedication to role.
- Complete the full RA Selection Process (listed below)

The timeline for the RA Selection process is as follows:

- **January 27 – February 10:** Applications are available
- **February 10:** Applications are due by 9:00am
- **February 12:** Recommendations are due by noon.
- **February 12 – 20:** Individual Interviews with student and professional staff
- **February 20:** Group Process Day with student staff and administration (10:00pm-11:50pm; Ciminelli)
- **February 24 – March 4:** Second Round Interviews with professional staff
- **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 RA selection process must be present for the entire Group Process Day on Thursday, February 20th 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. Finalists will be invited to the Second Round Interview; these will also be scheduled based on a candidate’s availability.

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 Monday, February 10, 2020 at 9:00AM. The Resident Advisor Recommendation Form must be completed no later than Wednesday, February 12, 2020 at Noon. Applications may be submitted via hard copy to the Office for Residential Life or online at https://www.esm.rochester.edu/reslife/resident-advisor-selection.

Our goal is 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 at reslife@esm.rochester.edu.

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 through 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. Prior approval must be granted for any nights spent away from the Student Living Center.
- 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 expected to be involved with:
  - Resident Advisor Training (RAs may not have guests in the SLC during training)
  - Opening & Closing Procedures
  - Room Inspections
  - Move-In Day/Orientation
  - Health and Safety Checks
  - Staff Meetings
  - Floor Meetings
  - Programming
  - On-Call Rotation
  - Info Tabling
  - Winter Break
  - Staff Selection
  - Housing Selection
  - Storage
  - Other duties as assigned

Resident 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 position requires approximately 20 hours per week to fulfill all responsibilities, so outside involvement is limited to ten hours per week of additional activities.

- Be a consistent and positive member of the community, respecting and supporting all students. 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.

**Important Dates**

- **Monday, February 10, 2020 at 9:00am** – Applications are due
- **Wednesday, February 12, 2020 at 12:00pm** – Recommendations are due
- **Wednesday, February 12, 2020 – Thursday, February 20, 2020** – Individual Interviews
- **Thursday, February 20, 2020 from 10:00pm – 11:50pm** : Group Process Day
- **Monday, February 24 – Wednesday, March 4** : Second Round Interviews
- **Wednesday, March 6** : Candidates receive selection letters
- **Sunday, August 9, 2020 at 9:00am** – RAs begin moving into the SLC
- **Monday, August 10, 2020 – Tuesday, August 25, 2020** - Fall RA Training & Resident Move In (full day responsibilities)
- **Wednesday, August 26, 2020** – Classes Begin
- **Monday, December 14, 2020 at 12:00pm** – SLC Closes
- **Monday, December 14, 2020 after 12:00pm** – RAs may begin leaving the SLC once closing responsibilities are completed
- **Tuesday, December 17, 2020 at 12:00pm** – RAs must be out of the SLC unless registered for Break On Call
- **Wednesday, January 6, 2021 at 9:00am** – RAs return to the SLC
- **Thursday, January 7, 2021 – Sunday, January 10, 2021** – Spring RA Training (full day responsibilities)
- **Monday, January 11, 2021** – Classes Begin
- **Monday, May 17, 2021 at 12:00pm** – SLC Closes for last residents
- **Monday, May 17, 2021 after 12:00pm** – RAs may begin leaving the SLC once closing responsibilities are completed
- **Tuesday, May 18, 2021 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/. Hardcopy submissions of this packet will also be accepted in the Office for Student Affairs.

To apply for the Resident Advisor position, you must submit:

- The Resident Advisor Application Form
- Completed Essay Questions
- Current Resume
- Resident Advisor Recommendation Form
  - It is the candidate’s responsibility to send your recommender this form and ensure that it is completed by Wednesday, February 12, 2020.

RECOMMENDATION

Please complete the section below with information about the individual you have asked to complete your RA Recommendation. Be aware that the recommender should complete the Resident Advisor Recommendation Form online at https://www.esm.rochester.edu/reslife/resident-advisor-selection/resident-advisor-recommendation-form/. It is your responsibility to send your recommender this form and ensure that it is completed by Wednesday, February 12, 2020.

Name of person providing recommendation:

Title or position of recommender:

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:

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SLC Room Number OR Local Address:

Permanent/Guardian's Address:

Cell Phone: E-Mail:

Birth Date Shirt Size (unisex):

ACADEMIC INFORMATION

Class Year: Major: Cumulative GPA:

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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 you are uniquely qualified for this role?

2. What are some advantages and challenges to the on campus residential experience for Eastman Students?

3. As a Resident Advisor, how will you contribute to the personal, academic, and social success of students in your community?

4. How would you handle a situation in which a resident on your hall 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 _______________________________________________________________________________ _____________  
Last    First    Middle
☐ 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
This form must be returned 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/resident-advisor-recommendation-form/. The recommender must submit this recommendation form by Wednesday, February 12, 2020 at noon.

Signature of Recommender  Date