

## Details for the 2017-2017 RA Selection Process

### All applicants must submit the following:

- This application must be downloaded, completed, and emailed to Emily Busby at: [ebusby@caspercollege.edu](mailto:ebusby@caspercollege.edu) as a PDF file
- Part A, General information sheet (included in this packet)
- Part B, Answer the questions in short essay format, about the applicant and/or the position (1-2 paragraphs)
- Part C, Current resume (attached via email as a separate document)
- Part D, 2 letters of recommendation (please have each reference include the questionnaire with their letter)
- Note: Be prepared during the interview to present a poster for a program based on one of 6 program requirements (social, cultural, educational, recreational, spirit, and community service)

### Time-frame for the RA Selection Process

- Monday, February 13, 2017 Application Packets will be available.
- Monday, March 20, 2017 at 5:00 p.m. deadline for submitting RA packets (**no late packets will be accepted**). Packets must be emailed to Emily Busby at: [ebusby@caspercollege.edu](mailto:ebusby@caspercollege.edu) as a PDF file.
- Interviews will be scheduled for the week of April 3<sup>rd</sup> in the Student Life Office located on the 4<sup>th</sup> floor of the UU Building (**candidates who do not show up for an interview will be withdrawn from consideration for an RA position**).
- All candidates will participate in a group activity scheduled for Friday, April 7, 2017 from 6:00 p.m. to 10:00 p.m. (**candidates who do not show up for the group activity will be withdrawn from consideration for an RA position**).
- Tuesday, April 11, 2017 notification letters will be sent out to applicants who have been selected as RAs, as well as letters to those who were not selected.
- Monday, April 17, 2017 by 5:00 p.m. is the deadline to have signed contracts returned to the Office of Student Life.
- Job shadowing will take place between April 24 & May 5, 2017.

**Casper College**  
**Department of Student Life**  
**APPLICATION FOR EMPLOYMENT**  
**RESIDENT ASSISTANT (RA)**



**Part A: General Information**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

\_\_\_\_\_

**Campus Address:** \_\_\_\_\_

\_\_\_\_\_

**Cell Phone #** \_\_\_\_\_

**Student ID #** \_\_\_\_\_

**Current Classification:** Freshman \_\_ Sophomore \_\_ Junior \_\_ Senior \_\_ Other \_\_

**Last Semester GPA** \_\_\_\_\_ **Cumulative GPA** \_\_\_\_\_

**Casper College Email Address:** \_\_\_\_\_

**Gender:** Female \_\_ Male \_\_

**Have you resided in a residence hall before? Yes \_\_ No \_\_; If yes, when and where?**

\_\_\_\_\_

**Please provide a list of 3 references, their contact information and your relationship to each.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Part B: Short essay questions about the applicant and/or the position – Please Type**

1. List your former and present extracurricular activities indicating leadership roles, offices held, and honors received.
2. List activities and commitments you plan on having during the school year, including average weekly hours of involvement you have for these commitments.
3. What do you believe are the duties of a resident assistant? What qualities do you possess that will enable you to successfully fulfill these duties?
4. What do you see as a growing area of concern or critical issue within the Casper College residence hall community? What would you do as a resident assistant to address this area(s).



9. Do you believe volunteerism is an important characteristic of a good leader? Why or why not?

10. Have you ever been found responsible for violating a residence hall policy? If “Yes”, explain what you have learned, if anything, from participating in the conduct process? If “No”, tell me about a time you have not agreed with a policy and why you disagreed.

**Part C: Resume**

**(Please attach as a separate document)**

**Part D: 2 Letters of Recommendation**

**(Each reference must include the Recommendation for the Position of Resident Assistant Questionnaire with recommendation letter. The letter and questionnaire may be emailed to you, and then emailed to the area coordinator, or emailed directly to the area coordinator at [ebusby@caspercollege.edu](mailto:ebusby@caspercollege.edu).)**

**NOTE: For the interview, please prepare a poster for a program based on one of four program requirements (social, cultural, educational, and recreational) you might want to give in the Residence Hall and be prepared to present it to the interview committee.**

**Casper College**  
**Department of Student Life**

**RECOMMENDATION FOR THE POSITION OF RESIDENT ASSISTANT QUESTIONNAIRE**

**Application Deadline is 5:00 p.m. March 20, 2017 (Late Packets will not be accepted)**

\_\_\_\_\_ (print name) is applying for the position of Resident Assistant in the Casper College residence hall. Resident Assistants are selected on the basis of their ability to communicate and work with individuals and groups. RAs live on each floor of the residence hall and assist the Housing Area Coordinator in making the hall atmosphere conducive to academic achievement, social growth, and the development of personal and social skills.

Please rank the applicant in the following areas using the scale below.

5 – Excellent 4 – Above Average 3 – Average 2 – Has Potential 1 – Needs Improvement CJ – Cannot Judge

<b>Communication Skills</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>CJ</b>
Ability to communicate needs with others						
Ability to express thoughts in writing						
Able to effectively communicate verbally with others						
Willingness to listen to others						
<b>Leadership Qualities</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>CJ</b>
Leadership Ability						
Organizational Skills						
Is able to positively motivate others						
Initiative, self starter						
Has good judgment						
Adaptability, willingness to learn						
<b>Responsibility and Maturity</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>CJ</b>
Responsible, dependable						
Maturity and judgment						
Is a good role model for others						
Is consistent						
<b>Personal Skills and Traits</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>CJ</b>
Has tolerance and appreciation of diversity						
Is patient and sensitive to others' needs						
General attitude						
Has a level commitment to position						
Integrity and honesty						
<b>Group Interaction</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>CJ</b>
Is effective in leading a group (of co-workers, peers)						
Is an effective group member						
Is able to participate in group interaction						
Handles conflict well						
Ability to work well with co-workers						
<b>Professionalism/Work Ethic</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>CJ</b>
Quality of work performed						
Ability to accept correction, criticism						
Energy and Stamina						
Work Attitude						

**This sheet must accompany the letter of recommendation and should be emailed to : [ebusby@caspercollege.edu](mailto:ebusby@caspercollege.edu)**

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# Department of Student Life

## RESIDENT ASSISTANT POSITION DESCRIPTION

### **Scope and Impact of the Position:**

The Resident Assistant determines the general well-being of the Residence Hall and the students who live in that hall. He/she has a powerful influence on his/her peer group. Resident Assistants can accomplish certain goals better than anyone else. Such a person is an influence in the lives of the people around him/her, and must conduct themselves in a manner consistent with this influence. Resident Assistants should see their position as their principle out-of-class activity, and be ready for all the position entails. The Resident Assistant encourages student involvement with the college and assists students toward academic success and personal growth. The Resident Assistant works with a supportive staff and other student leaders across campus. Resident Assistants enforce policies in matters involving the hall and the students therein. The job involves many facets and requires one to balance priorities and needs, but is also rewarding for those who undertake the challenge.

### **Purpose of Position:**

The Resident Assistant is the key connection between the college student and the services of the college designed to help the student. The Resident Assistant is to assist with the basic responsibilities within the residence hall and works in all phases of residential living with the staff responsible for the residence hall. The Resident Assistant is to serve as a liaison between students and college administration; to foster an atmosphere conducive to academic, social, cultural and emotional growth by serving as advisor to the students in the halls and to assist the Residence Hall Area Coordinator in promoting the general well-being of the Residence Halls and its residents.

### **Developing Relationships with the Residents**

- Establish significant relationships with floor residents
- Express interest and concern for residents by being available approachable, and accessible
- Interact with residents individually and in groups
- Be an example of friendliness and engage students in becoming acquainted
- Be a good listener
- Be aware of and assist students who are ill
- Eat in the Roberts Commons cafeteria with residents of your floor on a regular basis. (at least 2 times per week)
- Refer students who need assistance with academic, personal or health problems to the appropriate resource people
- Be aware of adjustment problems of new students
- Be aware of social introverts and help them whenever possible to engage in making friends and become a part of the campus community

### **Develop a Positive Floor Community through Active Leadership**

- Encourage all residents to engage in residence hall and campus activities. The Resident Assistant should be aware of all Student Activity Board and Student Senate activities and willingly support and promote them
- Encourage positive interpersonal relationships between community members
- Provide mediation for residents with minor interpersonal conflicts
- Educate and encourage residents to initiate and take responsibility for their living space as well as become assertive, positive members of the floor and campus communities
- Encourage students' respect for authority and one another, as well as for private and public property
- Support hall activities with personal attendance and participation
- Be aware of study habits and academic problems of students on the floor and engage students in developing



conditions for proper study

- Hold Regular Floor meetings designed to involve residents throughout the academic year

### **Develop a Floor Community that Encourages Academic Success and Personal Growth**

- Work to establish a community where students can study and sleep. Respond appropriately to noise concerns as they occur and as you become aware of them
- Promote healthy choices for critical issues including alcohol use, sexual decision-making, and relationships. Work with residents to establish community standards and respond to concerns
- Plan and execute programs and events that encourage the personal and academic success of residents
- Update floor bulletin board with personal success themes and information
- Promote positive action for the appreciation and acceptance of diversity and multiculturalism

### **Policy Enforcement:**

- Set an example by adhering to the rules and regulations of the college and residence halls
- Know the rules and regulations and the rationale for their existence
- Inform students of regulations and expectations for their stay in the halls
- Encourage student involvement in enforcement of the rules in the halls
- Assist individual growth toward self-discipline
- Recognize signs of unrest on the floor and work to help students understand issues.
- Confront policy violations in an appropriate manner
- Report behavioral infractions according to determined policies
- Assist in the evaluation and formulation of future policies

### **Programming Responsibilities**

- Promote the development of Residence Hall programs by and for the students
- Conduct a variety of programs with student audiences
- Plan, prepare, present and evaluate programs and meetings for the benefit of the residents on the floor and in the Residence halls
- Provide a *quality* program in a minimum of five basic programming areas (Cultural, Educational, Social, Spirit and Recreational) each semester
- Provide two passive programs at the beginning of each semester and one passive program each month
- Participate in semester projects such as Alcohol Awareness week, Spring Fling, Week of Welcome, etc.
- Conduct organized floor meetings at the beginning of each semester to ensure residents are aware of appropriate emergency procedures and all policies in effect for hall residents
- Be aware of possible hall activities and have available creative suggestions for students to consider.
- Attend and support programs conducted by other members of the Residence Life staff, SAB, and other clubs and organizations
- Work in conjunction with other staff to provide excellence in programming

### **Desk Shifts**

- Answer the desk phone and give appropriate information.
- Monitor noise level and behavior of students and guests in the hall.
- Complete other delegated duties associated with residence hall operation as assigned by your Residence Hall Area Coordinator.

### **On Call Duty**

- Perform necessary duties and be present in the hall during scheduled on-call shifts

- Be available and in the hall from 7:00 pm to 8:00 am for weekday on call shifts
- When on weekend duty, work all assigned desk hours, be available and in the halls for the weekend, (except for short periods of time during the day) specifically 7pm to 7am
- Watch for any vandalism or damage and report it to the Residence Hall Area Coordinator while on duty
- Develop connections with hall residents while on hall walks
- Conduct hall walks at least three times per night at varying times. At least two of these times need to be after quiet hours have begun.
- Observe unusual or hazardous conditions such as burned out lights, loose stair railings or stair treads, propped doors; check fire alarms and fire extinguishers
- Report all violations of rules of conduct as outlined in the Residence Halls Terms and Conditions of Occupancy to the proper authority
- Report to the Residence Hall Area Coordinator students who appear to be unusually upset, depressed or physically ill
- Keep your door open when the Resident Assistant is on duty and in the room (unless sleeping)
- Lock all security doors at 11:00pm

### **Administrative Duties**

- Assist checking students into and out of the hall at the beginning and end of each semester, as well as other necessary times during the academic year.
- Accept duties and responsibilities suggested or requested by the Residence Hall Area Coordinator or Director of Student Life. The Resident Assistant should be flexible enough to allow for new programs and concepts initiated during the year
- Assist with all administrative duties required and as assigned
- Work twelve (12) hours per week at the Residence Hall desk
- Contribute to a rotating duty schedule with fellow RAs, including weekday and weekend duty nights
- Reside in the room provided; sleep in your designated room Sunday through Thursday nights and at least 2 weekends per month. Any absences from campus for weekends or special events must be authorized by your Residence Hall Area Coordinator.
- Attend all meetings called by Housing and Student Activities administration
- Participate in training sessions as required
- Participate in duty assignments during Fall, Thanksgiving, Winter, Spring, Equality, President's, Easter, and Labor Day breaks
- To know and consistently enforce the policies of the residence halls as outlined in the Residence Halls Terms and Conditions of Occupancy for the students living in the residence halls
- Report violations of the residence hall policies to the Residence Hall Area Coordinator, the Director of Student Life and/or Campus Security personnel
- Provide Residence Hall supervision whenever present in the Residence Halls

## **CONDITIONS OF EMPLOYMENT**

### **Duration of Employment:**

Resident Assistants will report to duty on the date set by the Director of Student Life and stay until released from duty by the Residence Hall Area Coordinator at the end of each semester. Resident Assistants may be required to remain on campus during Fall Break, Thanksgiving, Spring Break and Easter vacations, depending upon the number of students staying on campus and the discretion of the Director of Student Life. **NOTE:** *Any absences from campus for weekends or special events must be authorized by your Residence Hall Area Coordinator. Resident Assistants should inform their Residence Hall Area Coordinator upon leaving and upon returning to the hall for weekends away even though they may be off-duty.*

### **Extracurricular Activities:**

Due to the demands of the position, any outside involvement in another organization may limit the development of both the individual and the Resident Assistant staff as a whole. The Resident Assistant position is a viable student leadership position in and of itself. When given full attention, leadership, communication, and other job related skills could be fully developed. Because of the above stated reasons, *any outside organizational involvement must be approved by the Residence Hall Area Coordinator **and** the Director of Student Life.*

*No Resident Assistant is to hold other employment without the joint approval of Residence Hall Area Coordinator **and** the Director of Student Life. Any off campus employment is prohibited unless exceptions are made jointly by the Residence Hall Area Coordinator **and** the Director of Student Life. Any approved outside employment will be limited to no more than 10 hours per week.*

### **Academic Performance:**

At all times, Resident Assistants will be expected to *successfully complete a minimum of 12 semester hours with a G.P.A. of 3.0 or better each semester* in order to continue receiving the Resident Assistant financial compensation package. Due to the demands of the Resident Assistant position, Resident Assistants will be allowed a *maximum of 18 credit hours*. A course load of over 18 credits per semester must be approved by the Residence Life Area Coordinator **and** Director of Student Life.

### **Conduct/Removal from Position:**

The Resident Assistant is responsible for maintaining professional standards at all times. Resident Assistants should exhibit conduct that will bring compliments and respect rather than criticism to the position of Resident Assistant. If a Resident Assistant's conduct or attitude is deemed to be in conflict with the standards of the job, it is grounds for dismissal. ***Violation of any of the Residence Hall rules may be grounds for dismissal.*** RA's found to be under the influence of alcohol or drugs while in the Residence halls or on campus will be immediately terminated. A Resident Assistant who is removed from the position, or resigns from the position, will be reassigned to another room on another floor. Overnight visitation by members of the opposite sex is not reflective of the ethical standards that Resident Assistants should maintain. Therefore, Resident Assistants who are involved in overnight visitation with members of the opposite sex in campus housing may have their employment terminated.

### **Compensation:**

The compensation package for a Resident Assistant for Fall 2017 – Spring 2018 at Casper College is as follows:

- *Private room*
- *19 meals per week plan or 15 meals per week plus \$100 flex*

***Total dollar value for the school year is TBA pending annual increases***