

Aquinas College RA Application Packet | 2012-2013 | Cover Letter

The Department of Residence Life provides residential learning environments supporting the holistic growth of Aquinas College students towards lives reflecting the Dominican Charisms of Prayer, Study, Community and Service.

Dear Prospective Resident Assistant:

Thank you for your interest in the Resident Assistant (RA) position! We are seeking individuals with leadership potential and an interest in impacting the lives of AQ students by creating inclusive communities that are welcoming, respectful, fun, and supportive learning environments. We are currently accepting applications for the 2012-2013 academic year.

This packet contains important information regarding the RA position and the application process. Please read this packet in its entirety. We hope you will find it to be informative and comprehensive. However, if you have any additional questions please contact Matthew Delaney, Area Coordinator, at msd002@aquinas.edu. The application packet contains important information regarding the RA position including:

1. RA Job Description (Including Minimum Qualifications, Terms of Employment, Training Requirements, Job Responsibilities, and Job Benefits)
2. Resident Assistant Application Form
3. 2 Reference Forms: One to be filled out by an Aquinas College Faculty or Staff Member outside of Residence Life and one to be filled out by an individual who can speak objectively regarding your personal and professional attributes
4. RA Selection and Placement Timeline
5. Application Checklist

RA applications are due to the Residence Life Office, located in Regina Hall #005, by 5:00 p.m. on Friday, January 27th, 2012. Applications will be accepted after this date, however all applications submitted by January 27th will be given priority consideration.

Again, thank you for your interest in joining the Residence Life Staff. Becoming a Resident Assistant is a leadership experience that will provide you with opportunities for personal and professional growth. We look forward to receiving an application from you and learning more about your qualifications and interests.

Sincerely,

Julie Blaszak – Director of Residence Life
Matthew Delaney – Woodward Area Coordinator
Elizabeth Harpold – Siena Area Coordinator
Paul Willard – Regina Area Coordinator

Department of Residence Life | 616.632.2944

Aquinas College RA Application Packet | 2012-2013 | Job Description

For the 2012-2013 academic year, the Residence Life Office will hire Resident Assistants for the following positions:

- RA position in a traditional residence hall (Regina Hall, St. Joe's Hall, Hruby Hall, Dominican Hall, and Browne Center).
- RA position in a Living-Learning Community, which will be located in one of the houses on campus.
- RA position in an apartment.

Regardless of location, RAs all share common responsibilities as outlined below:

Minimum Qualifications

- Preference for students who have lived on-campus at Aquinas for an entire academic year prior to the semester for which application is being made
- Sophomore status (28 semester hours) by the beginning of the academic year for which application is being made
- Strong commitment toward helping diverse students, building community, and acting as a role model in a residential setting
- Must be in good academic standing (2.7 semester and cumulative GPA preferred; 2.50 semester and cumulative GPA required)
- Must be in good conduct standing
- Applicants should be available for employment for the entire academic year (Fall 2012/Spring 2013)
- Evidence of good communication skills, organizational and time-management skills, interpersonal skills, reliability and dependability, and leadership potential

Terms of Employment

- The Residence Life Office is considered the primary employer. RAs must discuss and receive prior approval from their supervisor regarding all extra-curricular commitments beyond academics and the RA position (e.g. involvement in campus organizations, jobs, athletics, community service, internships, etc.).
- RAs must maintain their academic standing throughout the term of employment.
- RAs must be regular, full-time Aquinas students carrying a minimum of 12 credit hours each semester during employment.

Training Requirements

- All newly hired staff will be required to attend two training sessions held during the Spring 2012 semester. Dates, times, and locations of these training sessions will be announced at the time of hire.
- All residence life staff members must attend August training and participate in the opening of our residential facilities and New Student Orientation, which runs two and a half weeks before Fall 2012 classes begin.
Note to those with pre-fall semester campus co-curricular commitments (i.e. Fall Athletes, Summer Classes, etc.): It is important that you inform us now of your potential requirements during the training and hall opening/orientation period. We can then talk with you further about our specific expectations for you to attend training and what accommodations, if any, can be made to your schedule.
- All residence life staff members must be available to return to campus by 9:00 p.m. on the Thursday before Spring 2013 classes begin for spring training and the opening of the residential facilities.
- Attendance and participation in our "Leadership Series" throughout the 2012-2013 school year for continued training, professional development, and team-building (1 session per month).

A Typical Week in the Life of an RA

Staff Meeting/Meeting with Supervisor: 3 Hours

Spending Time with Residents: 2 to 3 Hours

Administrative Responsibilities & Event Planning: 1 to 2 Hours

Evening Duty: 1 to 2 Nights/Week

Total: 10 to 15 hours/week

Job Responsibilities

1. Be available and approachable to residents on a regular basis.
2. Strive to develop positive, personal relationships with every student in living area.
3. Build an inclusive, welcoming, and healthy community within the floor/house/building.
4. Create a set of community standards with residents and enforce standards when issues arise.
5. Plan, promote, and sponsor programs and activities that meet the needs of the community.
 - a. RAs assigned to Living-Learning Communities in the houses will focus on actualizing the mission of their house with regard to programming.
 - b. RAs assigned to the apartments will act as a collaborator or facilitator of programming. They will provide high quality programming for residents, but with less frequency than RAs in traditional residence halls or living-learning communities.
6. Create door decorations and bulletin boards for community.
7. Confront and document policy violations.
8. Respond to emergencies that occur within the floor/house/building.
9. Act appropriately and professionally and be a positive role model for all students. This includes following all Aquinas College policies, as well as all local, state, and federal laws.
10. Respect and actively celebrate diversity.
11. Complete administrative paperwork as required for the floor/house/building.
12. Communicate regularly with supervisor via e-mail, phone, and individual meetings.
13. Provide support and referrals to students regarding personal and academic concerns.
14. Maintain confidentiality of sensitive information relating to students and staff.
15. Participate in the RA evening duty rotation for assigned hall/house/area.
16. Attend weekly staff meetings.
17. Assist in the opening and closing of the residential facilities at the beginning and end of each academic year, as well as at break periods.
18. Facilitate floor/house meetings with residents on a regular basis.
19. Practice good time management to achieve success as a student and an RA.
20. Work weekly front desk shifts (Regina and St. Joe's Halls).
21. Other duties as assigned.

Job Benefits

RA compensation for RAs assigned to traditional residence halls and living-learning communities includes:

- Full Room and Board

RA compensation for RAs assigned to apartments includes:

- Full Room and \$500 in the form of faculty/staff cash for on-campus meals

Additional Benefits for all RAs:

- Meals are provided during fall and spring training periods.
- Special meals and outings throughout the year
- Conference opportunities
- Early move-in times
- Acquiring important skills applicable to any career including valuable experience to add to your resume
- Opportunity to work with a great team of peers and professional staff members
- Rewarding personal and professional growth experience

Aquinas College RA Application Packet | 2012-2013 | Community Descriptions

Browne Center

Browne Center is a co-ed residence hall that houses 23 students. There are three floors housing students in double rooms. Each single-sex floor shares a community bathroom. There is one RA assigned to Browne Center.

Dominican Hall

Dominican Hall is a co-ed residence hall that houses 70 students in doubles and quads. Residents are housed on two floors that are split into four wings: Alpha, Beta, Gamma and Delta. Each wing houses only one gender and shares two community bathrooms. There are two RAs assigned to Dominican Hall.

Hruby Hall

Hruby Hall is a co-ed residence hall that houses 71 students. There are three floors housing students primarily in single rooms. Each single sex floor shares two community bathrooms. There are 3 RAs assigned to Hruby Hall.

The Living-Learning Community (LLC) Houses

There are six residential houses on the Aquinas campus: Fulton, Gate, Knape, Meijer, Willowbrook, and Woodcock. Each house is a single sex residential facility with 8-17 residents. Rooms are arranged as singles, doubles, triples, and quads. We anticipate that the Living-Learning Community houses will carry learning based themes next year and be unique living opportunities for students. We anticipate each house will be assigned one RA.

The Ravine Apartments

There are four apartments across campus: Ravine A, B, C, and D. Ravine A, B, and C each house 36 students. Ravine D houses 62 students. Ravine A, B, and C house students on three floors and Ravine D houses students on four floors. Apartments are either doubles or quads, containing bedrooms, a shared bathroom, and living room. Ravine A, B, and C each have one assigned RA and Ravine D has two assigned RAs.

Regina Hall

Regina Hall is a co-ed residential facility that houses 307 students. There are three east side floors and four west side floors of residential living. Rooms are singles or doubles that share a bathroom with the room next door. Regina Hall houses primarily first-year students, with some sophomores. There are two RAs assigned to each floor in Regina Hall.

St. Joe's Hall

St. Joe's Hall is a co-ed residential facility that houses 156 students. There are three floors of residential living. Rooms are singles or doubles on all floors. Rooms are doubles that share a bathroom with the room next door. St. Joe's Hall houses primarily first-year students. There are two RAs assigned to each floor in St. Joe's Hall

Aquinas College RA Application Packet | 2012-2013 | The RA Application

PLEASE PRINT CLEARLY AND USE INK. THIS IS THE ONLY PORTION REQUIRED TO SUBMIT TO THE RESIDENCE LIFE OFFICE. YOUR APPLICATION MUST BE TURNED IN DURING NORMAL BUSINESS HOURS MONDAY-FRIDAY 9:00AM-12:00PM and 1:00PM-5:00PM. UPON TURNING IN YOUR APPLICATION, YOU WILL BE PROMPTED TO SIGN UP FOR AN INTERVIEW.

A. Personal Information

Last Name: _____ First Name: _____

Preferred Name: _____ ID #: _____

Campus Address (Hall & Room #): _____

Email Address: _____

Preferred Phone #: _____ Gender (Circle One): M/F

Birth date: _____ Shirt Size: _____

Academic Major(s): _____

Minor(s): _____

Cumulative GPA: _____

How many semesters have you lived on-campus? _____

Are You a Transfer Student? Yes No

Current Class Year: Freshman Sophomore Junior Senior

Do you plan to study on-campus at AQ for both the Fall 2012 and Spring 2013 semesters?

Yes No

If no, please explain here:

Have you ever been found to be in violation of a College policy through AQ Student Conduct?

Yes No

If yes, please explain here:

Have you ever been convicted of breaking a law beyond a traffic violation?

Yes No

If yes, please explain here:

CO-CURRICULAR INVOLVEMENTS

Athletics: _____
(name sports)

Club/Organization(s) you are part of:

Club/Organization: _____

Position held (if any) _____

Club/Organization: _____

Position held (if any) _____

Club/Organization: _____

Position held (if any) _____

Club/Organization: _____

Position held (if any) _____

Previous and/or Current Employment (if any):

On-Campus Off-Campus

On-Campus Off-Campus

On-Campus Off-Campus

B. SUBJECTIVE QUESTIONS

Please provide answers to the following questions on a separate, typed sheet of paper.

1. One of the primary functions of an RA is to develop community on his or her floor and in the building, in general. What methods have you seen, on the part of the RA, that work/don't work to develop a community? For any methods you've observed that don't work, what suggestions do you have on how to improve or change them? Please provide specific examples.
2. What qualities do you possess that will allow you to succeed as a Resident Assistant? What are some challenges you will have to overcome if you become a Resident Assistant?
3. What is your definition of diversity? Describe your experiences interacting with people of diverse backgrounds.

C. RESIDENCE HALL & POSITION PLACEMENT

When it comes to RA selection, we will place you in the residence hall/house where your strengths and expertise will be best utilized. We cannot guarantee that you will be hired for a placement within your preferred residence hall. With that in mind, please rank the residence halls/houses, from 1-7, according to where you feel your skills are the biggest asset (1=best fit for your qualifications).

_____ **Browne Center**

_____ **Dominican Hall**

_____ **Hruby Hall**

_____ **The LLC Houses** (Fulton, Gate, Knape, Meijer, Willowbrook, and Woodcock)

_____ **The Ravine Apartments**

_____ **Regina Hall**

_____ **St. Joe's Hall**

D. REFERENCES

Please use the enclosed reference forms to obtain references from the following:

1. **Reference Form #1:** To be completed by an individual who can speak objectively regarding your personal characteristics as pertains to the Resident Assistant position. Good examples include a current or former Resident Assistant, a past employer, or a peer who has held a student leadership position on campus.
2. **Reference Form #2:** To be completed by an AQ faculty or staff member from a department outside of Residence Life. This could be an academic advisor, coach, professor, student organization advisor, or administrator who knows you well. Again, this should be someone who can speak well to your qualifications as pertains to the Resident Assistant position.

Please list the names of your two references here:

1. Reference #1: _____
2. Reference #2: _____

Note: It is your responsibility to give ample notice to your references to allow for the forms to be returned to the Residence Life Office by the application due date.

E. APPLICANT SIGNATURE

"I certify that the information provided on this application is true and complete to the best of my knowledge. I have read and fully understand the RA job description on pages 2-4 of this packet and I am able to comply with all training requirements and job responsibilities. I understand that my credentials will be verified by the Residence Life Office, including academic qualifications, student conduct record, and any other publicly accessible information."

Applicant Signature

Date

**This application form and all reference forms are due to the Residence Life Office
by 5:00 p.m. on Friday, January 27, 2012.**

****Don't forget to sign up for an individual interview when you turn in your application.****

Resident Assistant Reference Form #1

To be completed by an individual who can speak objectively regarding your personal characteristics as pertains to the Resident Assistant position. Good examples include a current or former Resident Assistant, a past employer, or a peer who has held a student leadership position on campus.

The Family Educational Right and Privacy Act of 1974 opens many student records for the student's inspection. The law also permits the student to sign a waiver relinquishing his/her right to inspect letters of recommendation. The applicant's signature below constitutes a waiver. If there is no signature, the student will have the right to read this reference.

Applicant Signature

Date

_____ (Applicant's Name) is applying for a Resident Assistant position. Your honest, open, and frank responses to the items below, based on your knowledge, experience, and understanding of the applicant, will be crucial to the Resident Assistant selection and placement process.

Some key roles and responsibilities of the RA position include:

- Acting as a role model (both academically and behaviorally) for all students
- Develop relationships with students living in one's community through formal and informal activities
- Provide basic advice, support, and peer counseling regarding student needs and concerns
- Sponsor social and educational activities for students living in the residence halls
- Confront and document students who violate Aquinas college policy
- Respond and assist in emergency situations
- Perform administrative tasks such as evening on-call duties, opening and closing of residence halls, completion of paperwork, and facilitation of hall meetings
- Serve as a resource and support person to students of diverse backgrounds and experiences

Part I: Please assess the candidate's skills and characteristics by marking the items below:

	Excellent	Good	Avg.	Fair	Poor	Not Observed
1. Communication skills (verbal, written, active)						
2. Ability to be a positive role model to peers						
3. Ability to work with people of diverse backgrounds						
4. Time management skills						
5. Taking initiative						
6. Trustworthiness, honesty, integrity						
7. Demonstrates concern for others						
8. Assertiveness						
9. Problem solving & decision making						
10. Receptive to feedback & challenge						
11. Ability to handle conflict effectively						
12. Self-confidence						
13. Emotional maturity and stability						
14. Attitude						

Part II: Written Comments (use additional paper as needed.) Please print or type.

1. How long and in what capacity have you known the applicant?

2. If you have known this person in a work or leadership situation, please describe the roles and responsibilities of the applicant.

3. Please identify and explain two personal strengths demonstrated by this applicant. Consider the applicant's communication skills, time management skills, teamwork skills, administrative skills, multicultural understanding, maturity, and ability to act as a role model.

4. Please identify and explain two areas in which you believe this applicant can and/or should improve. Consider the applicant's communication skills, time management skills, teamwork skills, administrative skills, multicultural understanding, maturity, and ability to act as a role model.

Part III: Overall Recommendation

Based upon your knowledge of the candidate as well as the Resident Assistant position for which he/she is applying, please indicate your overall recommendation of how this person will function in this position.

Please check one:

- Recommend Strongly Recommend
 Recommend with Reservations Do Not Recommend

Please provide any additional information/comments pertaining to your recommendation of the applicant:

Reference Name (printed): _____

Signature: _____

Relationship to Applicant: _____

Email Address: _____

Thank you for taking the time to complete this Reference Form. Please return the completed form **by 5:00 p.m. on Friday, January 27, 2012** to:

Aquinas College Residence Life Office
Attn: RA Application Reference Form #1 for _____ (Candidate's Name)
1607 Robinson Road SE
Grand Rapids, MI 49506

Resident Assistant Reference Form #2

To be completed by an AQ Faculty or Staff Member

To be completed by an AQ faculty or staff member from a department outside of Residence Life. This could be an academic advisor, coach, professor, student organization advisor, or administrator who knows you well. Again, this should be someone who can speak well to your qualifications as pertains to the Resident Assistant position.

The Family Educational Right and Privacy Act of 1974 opens many student records for the student's inspection. The law also permits the student to sign a waiver relinquishing his/her right to inspect letters of recommendation. The applicant's signature below constitutes a waiver. If there is no signature, the student will have the right to read this reference.

Applicant Signature

Date

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14. Attitude						

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3. Please identify and explain two personal strengths demonstrated by this applicant. Consider the applicant's communication skills, time management skills, teamwork skills, administrative skills, multicultural understanding, maturity, and ability to act as a role model.

4. Please identify and explain two areas in which you believe this applicant can and/or should improve. Consider the applicant's communication skills, time management skills, teamwork skills, administrative skills, multicultural understanding, maturity, and ability to act as a role model.

Part III: Overall Recommendation

Based upon your knowledge of the candidate as well as the Resident Assistant position for which he/she is applying, please indicate your overall recommendation of how this person will function in this position.

Please check one:

- Recommend Strongly Recommend
 Recommend with Reservations Do Not Recommend

Please provide any additional information/comments pertaining to your recommendation of the applicant:

Reference Name (printed): _____

Signature: _____

Relationship to Applicant: _____

Phone # & Email Address: _____

Thank you for taking the time to complete this Reference Form. Please return the completed form **by 5:00 p.m. on Friday, January 27, 2012** to:

Aquinas College Residence Life Office
Attn: RA Application Reference Form #2 for _____ (Candidate's Name)
1607 Robinson Road SE
Grand Rapids, MI 49506

Aquinas College RA Application Packet | 2012-2013 | RA Timeline & Checklist

November 28, 2011	RA Application available in the Residence Life Office
November 28, 2011 through December 9, 2011 AND January 9, 2012 through January 20, 2012	Various Recruitment Events & Information Sessions
December 16, 2011	Candidates who plan to be off-campus in the Spring 2011 semester (study abroad) should submit applications and all related materials to the Residence Life Office) by 5PM.
January 27, 2012	PRIORITY Deadline for 2012-2013 Applications and All Related Materials due to the Residence Life Office by 5PM.
February 6-10, 2012 (Times TBA)	RA Individual Interviews
Saturday, February 11, 2012 from 10:00-1:00 PM OR Monday, February 13, 2012 from 7:00-10:00 PM	RA Group Process
February 20, 2012	Decision Letters in AQ Mailboxes

You should complete the following steps to receive full consideration in the RA selection process:

- Read** through the entire Resident Assistant application packet to ensure that you are qualified to apply and willing to accept the responsibilities of the position, should you receive an offer at the end of the selection process.

- Complete the application in its entirety.** Print clearly on the application and type all of your responses to the subjective questions.

- (Optional) Submit your resume** highlighting your experiences and qualifications. Must be turned in with application.

- Ensure the completion of **two recommendation forms.** Please give ample notice to your references to complete the forms and return them to the Residence Life Office. Please follow up with your references to ensure that all forms are submitted by January 27th, 2012 to be considered for the position.

- Refer to the Residence Life web site (<http://www.aquinas.edu/reslife/>) or Residence Life Facebook page for opportunities to meet current Res Life staff members and ask questions about the selection process.

- The Interview Process:
 1. **Individual Interview:** Qualified applicants will receive the opportunity for one individual interview with the Residence Life Staff. **You will sign-up for an interview when you turn in your application to the Residence Life Office.** Interviews are 20-25 minutes long and you will have an opportunity to ask questions for additional information regarding job roles and responsibilities.

 2. **Group Process:** Applicants selected for individual interviews will also be required to take part in one of our group process interviews. The group process interview is designed to give us an opportunity to observe your leadership skills while working in a group. **You will sign-up for group process when you turn in your application to the Residence Life Office.**

- All applications and recommendation forms are due to the Residence Life Office by 5:00 p.m. on Friday, January 27, 2012.**