



Resident Assistant Application Packet
2012-2013



Timeline

Event	Date
Applications available	December 1 st , 2011
Resident Assistant Application Interest Meetings/Information Sessions	Week of Dec. 5 th -Dec. 9 th For More Information: http://www.spc.edu/livingoncampus
Applicant Information Meetings	February 7 th at 8pm in the Millennium Hall Lounge February 9 th at 8pm in the VMC Lounge
Applications due	Friday February 17 th , 2012 by 4:00 pm to the Office of Residence Life 2 nd Floor Saint Peter Hall.
Group Process Day	February 25 th , 2012 at 4pm in McIntyre Lounge
Individual Interviews	February 27 th through March 2 nd
RA Job Offers Made	March 9 th , 2012
Spring Training	Sunday April 15 th , 2012 at 4pm McIntyre Lounge
Magis Conference (Mandatory for all hired RAs)	Saturday April 28 th , 2012
Fall 2012 Resident Assistant Training	Mid August 2012



General Statement

The Resident Assistant is an integral part of the College's Residence Life Program. Resident Assistants (RAs) are committed to the development of community living at Saint Peter's College.

Resident Assistants have extensive contact with Saint Peter's resident students, serving as liaisons and resource persons within the campus community. RAs promote the integration of all aspects of campus life (academic, personal, and co-curricular) and assist in establishing supportive communities for residential students that create opportunities for residents to meet their own and the College's educational objectives. Advising and event planning are two key ways the RAs work towards developing community and civic engagement. Clear and frequent communication between the Resident Assistant, Community Director (the RAs direct supervisor), the Office of Residence Life and the campus community is critical for the success of the residence life program.

Function of Position

The Resident Assistant works with their residents and other residence life staff members to help create an environment in the residence halls that contributes to the intellectual, social, and cultural development of the members of the residential community. This environment reflects the Jesuit/Catholic ideals, identity and mission upon which Saint Peter's College was formed. The Resident Assistant articulates the philosophy and policies of the Office of Residence Life and Saint Peter's College to students, and in turn represents the needs of the students to the administration.

Responsibilities

Community

Creating a positive community with residents is the main focus of the Resident Assistant position. Some examples of the work RAs do include:

- Acting as a resource for questions, concerns, issues, etc.
- Being available and accessible to residents by being present in the community.
- Knowing all of the residents in your assigned community and interacting with them. This includes:
 - Counseling students with personal, social, and academic concerns.
 - Recognizing the talents and interests of students and encouraging positive outlets for those talents and interests.
 - Building self-confidence in residents while helping them recognize their abilities and talents.
 - Encouraging students to try new activities and/or pursue familiar ones.
 - Encouraging students to seek out professors and instructors when academic questions or difficulties occur.
 - Referring students to appropriate departments/resources for assistance.
- Coordinating and implementing events/programs. A RA is responsible for completing a set number of formal events/programs during a semester. Events include bulletin boards, promoting opportunities for interaction, community service activities, floor events, etc.
- Teaching residents to build positive habits into their daily lives.
- Fulfilling 3-4 Resource Hours per week. Resource Hours involve staffing the RA office, handling lock-outs, escorting College employees and contractors into the residence halls, etc.

Administrative Responsibilities

- Completing Room/Apartment Condition Reports which detail the condition of a room/apartment upon arrival and departure.
- Documenting situations where resident behavior rises to a level of concern that needs to be formally addressed.
- Submitting maintenance requests when necessary.



- Administrating check-out procedures completely at the end of each semester and remaining on campus until all residence halls are secure. RA staff members also assist with closing processes at vacation periods.
- Assisting with Orientation, Check-In, Check-Out, RA Selection, and Room Selection.
- Assisting with Room Change process, from completing paperwork to welcoming students to their new community.
- Responsible for key control of master keys.

Duty

Part of a Resident Assistant's responsibilities is to serve on a scheduled duty rotation for their community. Every night there is a RA On-Duty and an RA On-Call. The duty person is the main contact with the Administrator On-Duty and the On-Call is back-up for the RA On-Duty.

On-Duty consists of:

- Starting duty at 8pm on an assigned evening.
- Holding a set of master keys for their campus. RAs are responsible for the master keys while on duty.
- Completing 3-4 sets of rounds. Rounds consist of entering every building and walking every floor completely on your assigned campus to help ensure the safety of residents. There are three sets of rounds Sunday through Wednesday. The Admin-On-Duty determines the necessity of another set of rounds. Thursday through Saturday there are 4 sets of rounds.
- Reporting emergencies or serious illness.
- Explaining and enforcing College policy.
- Checking-in with the Administrator On-Duty at the start of duty, before and after each set of rounds, and reporting any incidents that occur during duty.
- Not leaving your respective campus. Cafeteria visits for meals are coordinated by the Admin-On-Call.

On-Call duties consist of:

- Starting On-Call responsibilities at 8pm on the assigned evening.
- Completing rounds with the On-Duty person.
- Being accessible to the RA On-Duty/Administrator-On-Duty for any situation.
- Not leaving your respective campus. Cafeteria visits for meals are coordinated by the Admin-On-Call.

Training

RA Training is meant to provide each Resident Assistant with the skills to create a positive community with their residents, handle difficult situations, and learn all the responsibilities of the position. RAs must participate in all official training as determined by the Office of Residence Life. Training occurs during the following time periods:

- Fall Training begins in Mid August of 2012
- Winter Training begins Mid January 2013
- All Staff meetings occur regularly (approximately monthly) during the course of the year. Meetings are scheduled for evening and day sessions.

Communication

An important role of the Resident Assistant is to maintain open dialogue with the Residence Life staff. In order to better serve our resident students, we must be able to communicate openly and frequently about happenings in the community. A Resident Assistant sees the students' interaction and knows their well being better than anyone because of their close proximity to residents. Because of this, RA opinions and suggestions on how to address student concerns are taken seriously by the professional Residence Life staff. Responsibilities around communication include:

- Attend weekly RA staff meetings
- Attend monthly all-staff meetings
- Attend bi-weekly 1-on-1 meetings with the Community Director



Evaluation

Resident Assistants have ongoing evaluations through their one-on-ones with their Community Director. Furthermore, there are formal evaluations in December that are conducted by the Community Director. If an RA wishes to return for another year, there is a re-application process conducted in February. If successful during the re-application process, the Resident Assistant will be re-hired.

Qualifications

1. Admission to Saint Peter's College as an undergraduate or graduate student in good standing and completion of at least 24 undergraduate credits by the start of service as an RA.
2. Enrolled in the College for at least one semester as a full-time student (undergraduate or graduate level courses).
3. Evidence of meaningful participation in college and/or community activities.
4. A cumulative grade point average of 2.5 or above at time of hire. This minimum GPA must be maintained during the RAs tenure.
5. One semester of Residence Hall living experience is required.
6. Be in good judicial standing,
7. *If an RA is released from employment during the course of an academic year (through termination, resignation, or other job action), the RA becomes subject to incurring the cost of housing and meals for the semester in which the release/termination takes place.*

General Expectations

1. The RA should be available to students in their community on a regular basis. This involves spending as much time as possible with the community where they have been assigned.
2. All appointments are for one academic year.
3. RAs will be evaluated periodically on a formal basis and informally on a continuing basis. Reappointment or continuation in the position is dependent on the Residence Life Staff's assessment of satisfactory performance.
4. The RA must not assume any paid responsibilities outside of the RA job without prior approval from the Assistant Director of Residence Life for Community Development.
5. Desired personal qualities for a Resident Assistant include:
 - Interest in people on an individual basis and awareness of the feelings, needs, and rights of others.
 - Self-discipline.
 - Interest in group living and in promoting positive aspects of community life on his/her floor/building and in the community as a whole.
 - Commitment to the position.
 - Positive attitude about self, students, faculty, staff, the Office of Residence Life and the College.
 - Effective leadership skills.
 - Sense of self-awareness.
 - Effective communication skills.
 - Maturity of judgment.
 - Ability and willingness to work both independently and cooperatively, and to be a positive member of the RA staff group.

Saint Peter's College
Office of Residence Life
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QUESTIONS: Please type your responses on separate paper. Be sure to restate the question and place the question number at the beginning of each response. Be brief but thorough.
Please respond in 250 words or less for each question.

1. Why do you want to be an RA? If hired, what positive qualities would you bring to the position?
2. What benefits do Resident Assistants bring to students in a residential community? Why is it important for Resident Assistants to be present in their community?
3. Have you ever been found responsible for a violation of Residence Life or Saint Peter's College policy? If so, please detail your violation, and what you learned from working through the situation with Residence Life or College staff members.
4. Please choose 3 of the following roles of the Resident Assistant that you feel are most significant. In your list, provide reasons as to why you chose those 3 items. ***Keep in mind there is no one correct answer to this question.***

ADMINISTRATOR: RA administrative duties include: Duty nights, submitting work orders, room check-in and check-out, incident reports, attending staff meetings, etc.

AUTHORITY: Responding to problems in the community and addressing students in regards to inappropriate behavior, actions, and attitudes.

COMMUNITY LEADER: The RA works to help create a feeling of belonging, pride, responsibility, and consideration among all floor community members.

FRIEND: Developing positive relationships with residents, students, and fellow RAs.

RESOURCE: Acting as a resource about the Saint Peter's community and referring to needed services as necessary.

ROLE MODEL: Modeling mature behavior and attitudes that are consistent with educational goals, College and ORL policy.

STUDENT: Concentrating on personal academic goals, not just to be a role model, but in order to continue your own learning and personal growth.

TEACHER: Informing and educating students concerning their rights and responsibilities in the halls, and presenting information that will help them achieve personal, leadership, and academic goals.



This is to certify that the information in this application is true, accurate, and my own work. I understand that incomplete or false information may subject me to disqualification from the Resident Assistant selection process. I understand that the Office of Residence Life will be accessing certain College records, including GPA and disciplinary records during the selection process.

Signature of Applicant

Date

Please submit your three references (forms included after this page) to the Office of Residence Life. Faculty, staff, and administrators at the College are all appropriate individuals to ask for a recommendation. RA recommendations are also appropriate.

**Applications are due to the
Office of Residence Life by 4:00 PM on
Friday February 3, 2012**

Thank you for your interest in the Resident Assistant program.



Letter of Recommendation

Candidate: Please fill out the information below.

Candidate Name: _____

Recommender's Name: _____

Position/Title: _____

Recommender: Please fill out the information below.

Length of Time you have known applicant:

In what capacity:

Rate the candidate in the following areas using the scale below. Please remember that both 5 (excellent) and 1 (poor) are extreme ratings, and should only be used sparingly.

1-Poor

4-Above Average

2-Below Average

5-Excellent

3-Average

N/A-Not Applicable

Creativity	1	2	3	4	5	N/A
Motivation	1	2	3	4	5	N/A
Independence	1	2	3	4	5	N/A
Initiative	1	2	3	4	5	N/A
Effective Communication	1	2	3	4	5	N/A
Disciplined Work Habits	1	2	3	4	5	N/A
Potential for Growth	1	2	3	4	5	N/A
Personal Integrity	1	2	3	4	5	N/A
Dependability	1	2	3	4	5	N/A

On a separate sheet, please comment on why you think the applicant would make an effective Resident Assistant. We value your candid appraisal of the applicant's character, dedication, responsibility, and readiness for the rigors of the Resident Assistant position. Evidence of handling difficult situations, interaction with peers, and achieving beyond expectations are helpful in assessing candidates.

Please return the form to the address below in a sealed envelope with your signature across the flap after sealing by Friday February 3, 2012.

Dianne K. Villar
Assistant Director of Residence Life for Community Development
Saint Peter's College
2641 Kennedy Blvd.
Jersey City, NJ 07306



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