

## Office of Housing/Residence Life & Dining Services

Housing/Residence Life and Dining Services

Austin Peay State University

P.O. Box 4596

Clarksville, TN. 37044

931.221.7444

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Dear RA Applicant:

Thank you for your interest in becoming a Resident Assistant (RA), for the Office of Housing/Residence Life & Dining Services. The RA position is very important to the total operation of the residence halls, therefore, we want to select the most capable and committed staff possible. We are also committed to hiring a staff who reflects the diversity of the student population.

Please take time to read the RA Application packet thoroughly to become aware of the qualifications, timelines, and requirements. You will find the position to be challenging, exciting and one that offers many opportunities for a fulfilling college career. In addition, we encourage you to talk with a RHD to learn as much as you can about the position.

The RA Application packet includes:

1. The timelines which will allow you to plan for the RA selection process.
2. The description of the Resident Assistant process.
3. A description of the RA position.
4. An RA Application.
5. Three reference forms)

A completed application includes having your completed Resident Assistant Application, and three letters of reference (to be filled out by professionals or housing staff) on file in the Office of Housing/Residence Life & Dining Services.

We hope the selection process will be a worthwhile and rewarding experience for you. If you have any additional questions, please contact the Office of Housing/Residence Life & Dining Services at 931.221.5212

Again, thank you for your interest in the RA position.



## **SELECTION PROCESS TIME LINE**

### **2009 FALL SEMESTER**

- October 12, 2009 - Deadline for applications to be considered for Fall Carousel
- October 16, 2009- Notification of application status for Fall Semester Carousel
- October 24, 2009 - Fall Semester Carousel (Part I - Process)
- October 30, 2009- Notification of application status for Fall Semester Interview
- November 11-12, 2009 - Fall Semester Carousel (Part II - Interviews)
- November 19, 2009 - Notification of decision for Fall Semester participants for RA Class
- November 30 – Dec 3, 2009      RA Class
- December 10, 2009 - Deadline to accept RA position offer

#### **Supervised By:**

- Residence Hall Director



## **RESIDENCE ASSISTANT JOB DESCRIPTION**

The Resident Assistant (RA) shares a large part of the everyday responsibilities for the effective operation of a residence hall and/or apartment complex. The Office of Housing/Residence Life and Dining services feel that RA's are ROLE MODELS and therefore are expected to maintain a balanced lifestyle of academics, job responsibilities, and personal interests.

### **Qualifications:**

- Must be a full time student
- Must maintain a 2.25 cumulative GPA and 2.01 semester GPA
- Must live on-campus
- Successfully complete the RA Training Class
- Must receive RHD and AC approval for more than 18 academic hours
- Ability to work with a diverse population
- May not work in other employment on campus for more than 7 hours
- Must be in good disciplinary standing with the University (i.e. no formal discipline)

### **\*Additional Qualification for Two Rivers, Harvill and Blount Staff**

- Current/projected junior status (Two Rivers only)
- Maintain a 3.0 GPA (Blount & Harvill only)

### **Benefits:**

- \$4524 compensation for 12 month appointment (Jul-Jun)
- \$3016 compensation for 9 month appointment (Aug-May)
- \$942 compensation for 3 month appointment (Jun-Aug)
- Private room (Residence Halls and Apartments)
- One/Two bedroom apartment and utilities (Emerald Hill staff)
- Micro-fridge (residence halls only)
- Valuable future references
- Training in leadership and human relation skills
- Other benefits as applicable

### **Areas of Responsibilities:**

- Create and maintain an academic environment on a residence hall floor or within a specified residential living area
- Communicate with supervisor(s)
- Complete programming assignments as required
- Submit reports as designated in an accurate and timely manner
- Provide helpful interaction for residents with minor academic and personal concerns and appropriately refer them to campus and community resources when necessary
- Serve as an on duty staff person on a rotating basis within assigned hall.
- Identify and confront behavioral concerns and situations in a consistent manner
- Advise residents in the development of floor/apartment governments, communities, and activities
- Keep residents informed about university and housing activities
- Be available to residents
- Adhere to residence life staff general guidelines and expectations as outlined in the housing manual
- Attend all staff meetings, in-service, training programs, and other housing sponsored events
- Assist with the opening/closing and individual check-in and check-out of residence halls and apartments as required.
- Abide by all university and housing regulations
- Actively support other campus and housing programs and activities

- Know, understand, and actively execute the policies and procedures found in the housing manual and notes for living
- Actively serve on at least one housing committee
- Sit duty in lobby from 7.00 p.m.-9:00 p.m. in main campus Residence Halls and 7 p.m.-9 p.m. at Complex on assigned duty nights
- Perform other duties as assigned by your supervisor

## RA SELECTION PROCESS

The Resident Assistant selection process consists of a carousel process that lasts about half a day, followed by a formal interview, then the RA Class (TBA). The interview will last approximately 20 minutes. The applicant may stop by the Complex Housing Office, located in Emerald Hill, Apartment 3A for additional information or to sign up for an interview or call 221-5212

DRESS FOR THE PROCESS IS BUSINESS ATTIRE

## MISCELLANEOUS INFORMATION

Initial screening looks only to see that the applicant has a complete application on file and meets all the initial qualifications as outlined in the job description.

If after you submit your application, you no longer wish to be considered for a position, please notify our office in writing.

All information pertaining to your application will be mailed to your on campus post office box. If one is not available, information will be mailed to your permanent address as listed on your application. Please submit change of address information in writing to our office concerning your application.

**References must be professional.** References can be obtained from professors, employers, counselors, former high school teachers/coaches, pastor/sunday school teachers, and residence life staff (one reference only)

## INTERVIEWING TIPS FOR RA CANDIDATES

- What is your concept of the RA position, and knowledge of job expectations?
- RAs act as referral sources for other residents. How much knowledge of the university do you have?
- What is your attitude toward the RA position, the benefits of residence hall living and trying to help students?
- Why do you feel you would be a good RA? What are your strengths and weaknesses?
- Do you have good communication skills? Explain Why
- Be able to discuss your leadership capabilities

## OTHER INTERVIEWING TIPS

- Read the application packet carefully so that you are familiar with the position and requirements.
- Dress neatly and be on time to your interview.
- Be sure to answer all questions with more than just a yes or no. We will ask you to back up your answers.
- Come up with a list of questions that you think might be asked to answer, and have your friend's help

you practice.

- Most important: **BE YOURSELF!!!** The purpose of the Interview Process is so you and the Residence Life staff can get to know one another better. It is difficult to that if you are pretending to be someone you are not.

A Resident Assistant position description is enclosed with this application packet. Please sure to answer all questions.  
**Please read carefully before submitting your application.**

**General Information**

Name _____		Banner ID # _____	
Gender _____	APSU e-mail _____		
Current Classification	<input type="checkbox"/> FR	<input type="checkbox"/> SO	<input type="checkbox"/> JR
	<input type="checkbox"/> SR	<input type="checkbox"/> GRAD	
Current Residence Hall/Apartment Assignment _____			
Cell Phone # _____			
Number of semesters lived in APSU Residence Hall or Apartment _____			
Permanent Home Address _____			
Permanent Home Phone _____			

**Miscellaneous Information**

Your Major _____		Minor _____	
Will you be participating in student teaching or internship to complete your education?			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If so, please estimate when, what type and how long?			
When _____	Type _____	Duration _____	
When _____	Type _____	Duration _____	
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, do you work <input type="checkbox"/> on-campus <input type="checkbox"/> off campus How many hours do you work? _____			
Have you served as a Resident Assistant on this campus or any other campus before?			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, when and where? _____			
Last two places of on-campus residence during your APSU career			
Year _____	Location _____		
Year _____	Location _____		

**Leadership Experiences: Organization and Position**

Date



Austin Peay State University, a Tennessee Board of Regents Institution, is an equal opportunity employer committed to the education of a non-racially identifiable student body.

The following statements are intended to cover primary guidelines of employment if selected as a residence life staff member. Please read and initial each statement to indicate your understanding:

- \_\_\_\_\_ Staff members are expected to attend all meetings requested by the Office of Housing/Residence Life.
- \_\_\_\_\_ Staff members are expected to remain registered, full time students at APSU in good academic standing (2.25 Cumulative GPA).
- \_\_\_\_\_ Staff members are expected not to student teach or make any similar academic commitments during the period of appointment without prior approval from the Assistant Director.
- \_\_\_\_\_ Staff members are expected to reside in the hall which they are assigned to work.
- \_\_\_\_\_ Staff members are expected to comply with all rules and regulations of the Housing/Residence Life **Notes for Living** Handbook and the APSU Student Code of Conduct.
- \_\_\_\_\_ Staff members are expected to successfully complete the Leadership class.
- \_\_\_\_\_ Staff members understand that compensation is not based on actual number of hours worked.

**PLEASE LIST NAMES OF REFERENCES YOU WILL BE USING:**

1. \_\_\_\_\_  
Name of Reference \_\_\_\_\_ Position \_\_\_\_\_
2. \_\_\_\_\_  
Name of Reference \_\_\_\_\_ Position \_\_\_\_\_
3. \_\_\_\_\_  
Name of Reference \_\_\_\_\_ Position \_\_\_\_\_

I understand that all documents relative to this application for employment including, but not limited to, Applicant Reference Forms, evaluation notifications of interviewers, and Staff Comment Sheets are confidential. I further understand that I will not have the opportunity to personally review or inspect any of these documents. However, in an effort to promote a valuable educational experience and to improve interviewing skills, feedback concerning reasons for selection or non-selection will be provided at the applicant's request by the Assistant Director of Housing/Residence Life. This procedure is in compliance with the Family Educational Rights and Privacy Act of 1974.

I wish to submit this application for employment for the position of Resident Assistant. I am aware of the responsibilities of this position as specified on the Resident Assistant Position Description, and I fully intend to fulfill each one to the best of my ability if I am offered and accept a position. I possess the minimum qualifications required for this position as specified on this form and all information I have provided herein is accurate.

I understand that my signature below authorizes the Office of Housing/Residence Life & Dining Services to verify grade information and to review my disciplinary file. Furthermore, I give permission for my name and/or photo to be used in any type of public relations efforts on behalf of the University.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

<b>FOR OFFICE USE ONLY</b>	
DATE APPLICATION RECEIVED _____	REFERENCE 1 _____
GPA-current _____ cumulative _____	REFERENCE 2 _____
TOTAL CREDIT HOURS _____	REFERENCE 3 _____
DISCIPLINE RECORD _____	CURRENT HALL ASSIGNMENT _____

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Austin Peay State University  
A Tennessee Board of Regents Institution

**OFFICE OF HOUSING/RESIDENCE LIFE & DINING SERVICES**

**REFERENCE FOR RESIDENT ASSISTANT APPLICATION**

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Campus Address: \_\_\_\_\_

**Description of Position**

The Resident Assistant is a member of the Residence Hall staff. As such, the primary responsibility of the Resident Assistant (RA) is developing a community in their hall so that residents feel a sense of responsibility to others and to their floor. The RA will be a great source of general information about the campus and residence halls. More importantly, the RA is a caring person who will help to make their residents' APSU experience more beneficial. The Office of Housing/Residence Life & Dining Services is committed to providing a diverse staff which can represent a variety of experiences and ideas.

The purpose of this form is to assist the Staffing Committee in evaluating applicants for the position of Resident Assistant. Your candid evaluation of the applicant, based upon your experience and knowledge, will play an important part in our selection process. The applicant has signed a statement indicating his or her understanding that this reference form will remain confidential and that it will not be available for personal review or inspection. This procedure is in compliance with the Family Education Rights and Privacy Act of 1974.

**PLEASE RETURN IMMEDIATELY TO:**  
Office of Housing/Residence Life & Dining Services  
PO Box 4596  
Clarksville, TN 37044

1. How well do you know the candidate?  Slightly  Fairly Well  Very Well
  
2. Under what circumstances do you know the candidate? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Considering other college students you know, please rate this candidate according to the following criteria. Please circle the number you feel most represents this student.  
(Feel free to write comments in the space provided).  
  
5=Top 10%    4=Top 25%    3=Top 50%    2=Below 50%    1=Don't know
  
- 5 4 3 2 1 **Leadership:** The ability to inspire others; to coordinate and lead activities: to facilitate group interaction. \_\_\_\_\_  
\_\_\_\_\_
  
- 5 4 3 2 1 **Organization:** The ability to prioritize tasks and manage time wisely. \_\_\_\_\_  
\_\_\_\_\_
  
- 5 4 3 2 1 **Temperament:** The ability to maintain a positive outlook and realistic perspective.  
\_\_\_\_\_

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5 4 3 2 1 **Initiative:** How well does this person approach new situations; self motivation; ability to set and accomplish goals and need for supervision. \_\_\_\_\_

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5 4 3 2 1 **Interpersonal Relationships:** Attitude and ability to work with others; sincerity; flexibility; cooperation; the ability to work with supervisor. \_\_\_\_\_

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5 4 3 2 1 **Responsibility:** The degree to which the applicant is dependable, prompt, accurate and complete. \_\_\_\_\_

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5 4 3 2 1 **Communication:** The ability to grasp ideas; to read, speak, and write effectively; and to listen and convey understanding to others. \_\_\_\_\_

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5 4 3 2 1 **Maturity:** Common sense; self awareness; judgment; integrity; and ability to deal with a wide range of personalities. \_\_\_\_\_

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5 4 3 2 1 **Emotional Stability:** The direction and control of emotional response; general disposition; and predictability. \_\_\_\_\_

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5 4 3 2 1 **Social Sensitivity:** The applicant's ability to be sensitive to and understanding of the feelings and reactions of others and the ability to make effective responses to them. \_\_\_\_\_

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4. Additional comments on applicant's strengths and weaknesses: Further explanation of things that might help us evaluate the candidate. \_\_\_\_\_

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5. Please indicate your reactions to this person's potential for success as a RA by checking one response.

Highly Recommend

Recommend

Recommend with reservations

Would not recommend at this time

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_