



## Resident Assistant Application Packet

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Your choice to apply for an RA position is one of the best decisions you can make in your college career! Being an RA is one of the most challenging, rewarding and fun student jobs available. RAs are role models to the fellow students they serve, providing a vital link between the student body and the Department of Residence Life.

### **RA JOB REQUIREMENTS:**

- Participate in a weeknight and weekend duty rotation schedule.
- Remain in good financial, academic and judicial standing.
- Attend weekly staff meetings and other meetings as scheduled.
- Be available to participate in RA training by returning to campus at least a week before classes begin.
- Be available to stay after students leave campus for college breaks to help close residence hall.
- Be a role model student and resident.
- Plan floor and building events.
- Be a resource and peer counselor.
- Help promote safety, wellness and diversity.
- Enforce and promote campus policy.
- Be visible, accessible and helpful to students and staff.

### **RA APPLICATION REQUIREMENTS (please note that there are candidate tips on the second page of this application):**

- Complete and submit the attached double-sided RA application sheet
- Submit your resume
- Submit a cover letter explaining why you are applying and why you would make a great RA.
- Submit 3 complete reference evaluations (forms are attached and two must be from MSC professional staff members).
- Applicants selected for interview must attend the scheduled interview and all subsequent interviews to continue in the process.

Return your application promptly to the Office of Residence Life, 1<sup>st</sup> Floor Whipple Administration Building. If you are selected for an interview, you may be contacted via [your school e-mail](#) with scheduling instructions.

On behalf of the RA Selection Committee and Residence Life staff at large, thank you for your interest in the RA position at Morrisville State College! If you have any questions regarding the RA Selection process, please speak with your hall director.

# THE RESIDENT ASSISTANT

## Who are they?

Resident Assistants are the friendly, helpful upper-class students who live just around the corner and make life in the residence halls a little easier. The RA is a person who demonstrates responsibility, teamwork and a positive attitude. Above all else, the RA is a role model and has the opportunity to influence a great number of students' lives.

The RA position gives students the opportunity to develop strong skills in communication, leadership, conflict mediation, programming and time management. Students leave the RA position better prepared for their careers and with memories of an experience that will last for a lifetime.

## *What does it mean to be an RA*

### **HONORABLE**

A Resident Assistant is someone who demonstrates the highest level of **RESPECT** for self and others. This is defined as a person who is willing to meet new students and engage them in the community. By doing so, a RA demonstrates appreciation for differing opinions, ideas, lifestyles, backgrounds and experiences. Encompassed in all of this is the knowledge that self-respect and integrity are integral components to the RA position.

### **TEAMWORK**

A Resident Assistant is someone who demonstrates the highest level of **COOPERATION**. This is defined as a person who is committed to the achievement of group goals by functioning as a team member. In order for this to happen, a RA must demonstrate high communication skills, both oral and written. Finally, successful candidates will be organized, timely and able to commit the time necessary for the position.

### **LEARNING**

A Resident Assistant is someone who demonstrates a **COMMITMENT TO GROWTH**. This is defined as a person who is academically engaged in the University not just by the achievement of grades, but engaged in learning. Successful candidates will demonstrate a desire and willingness to seek out help and learn new skills specific to the position (confrontation, listening, resource, etc.).

### **ROLE MODEL**

A Resident Assistant is someone who demonstrates the highest level of **CREATIVE IMAGININGS**. This is defined as a person who is open minded and flexible to new ideas, people and learning. Furthermore, successful candidates will demonstrate empathy towards our students while being role models in all aspects of the RA position, that teach acceptable and appropriate behavior.

### **POSITIVE ATTITUDE**

A Resident Assistant is someone who demonstrates the highest level of **PRIDE IN A JOB WELL DONE**. This is defined as a person who is enthusiastic and positive about his/her position, campus life and learning. Successful candidates will display the ability to motivate others, while supporting students' needs. All of this is accomplished with a positive attitude towards Morrisville State College and the Department of Residence Life.

# TIPS FOR RA APPLICANTS

**Interviews:** First impressions are lasting impressions. How you dress and carry yourself? Do you make good eye contact? Use appropriate language and expressions. All of these things say a lot about you to evaluators. The serious candidate will always arrive prepared for an interview a few minutes ahead of time.

There will likely be several people interviewing you at once. Do not be intimidated; if we select you for an interview, we have already noticed some of your qualities and we want to learn more.

In addition to getting to know more about you in person, RD and RA interviewers will be looking to gauge your fit for and sincere interest in the position. We are listening for concrete examples to prove you understand what the RA job is all about and how you can help the college community as a student leader representing the department of Residence Life. Recycling common ideas of how to build community, such as "I would plan pizza parties" probably won't score high against your competition!

Be confident! This is your opportunity to tell us why we should hire you.

**Cover letter:** Your cover letter is a reflection of your philosophy of and intentions for the RA position. It should tell our staff why you are interested in the position, what you think of community, learning, student development, and diversity, and how you plan to work these values into your job every day as an RA.

**Resume:** Since the best RAs often have had previous involvement with programs in their residence hall and events/organizations throughout campus, we rank your representation of this as very valuable. Experience and skills from previous jobs, volunteer opportunities, and leadership roles also rank high. **We strongly suggest visiting the Academic Support Center for some 1-1 help on your resume development.** Below are some common tips, for getting started.

Target Your Job: Review the job description & position requirements. What do you have to offer that matches these? Why do you want to work for the Department of Residential Life? What will set you apart from the competition with respect to this particular position?

Draft Your Resume: Make it functional, highlighting skill areas applicable to the specific position for which you are applying. Out of all types of resume formats, the functional resume works well for individuals with limited education, significant employment gaps, lack of work experience, or who are applying for a position in a field that doesn't match their career experience. Make a list of your skills, work experience, honors, awards, activities, internship experience, etc. Include anything that you think Residential Life would want to know. Then, set up your resume format and fill in the items from your list in the appropriate spaces, expanding on them as you go. Keep your resume to one page by eliminating items of lesser importance or things that are outdated from your resume. Be concise.

Process Your Resume: Choose an appropriate font. Use one that is basic and easy to read. Highlight or bold only the titles for the different sections. You want your resume to be well organized and consistent. Use bullets rather than asterisks. Be sure to spell check your document AND PROOFREAD! Grammatical errors or incorrect word usage will lower your score. A resume is a documentation of your written communication skills, which are important in any job.

- ✓ Use bullets or other symbols to highlight accomplishments. This breaks up key information and pulls out selling points that could be missed otherwise.
- ✓ When describing a work, education or job experience, be as specific and results-oriented as possible. Using numbers is especially effective. Instead of saying "Increased sales," say "Increased sales by 25 percent," or instead of saying "Trained employees," say "Trained ten employees." Describe skills and knowledge used or gained, not just duties.
- ✓ Try to refrain from using "I."
- ✓ Proofread with a ruler to carefully proofread each line.
- ✓ Reread the resume from the bottom up to prevent skipping over the same mistake.
- ✓ The objective of the resume should be 12 words or less.
- ✓ Be consistent with the chosen format throughout the entire resume. Use the same line spacing, headline font, font size, etc.
- ✓ Avoid using the same action word twice.

Edit and Critique: After you have eliminated basic spelling and grammatical errors, ask someone to critique your resume for you. After it is finished, laser-print it on quality resume paper for a professional look.

# RA Application – APPLICANT INFORMATION SHEET

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Name: \_\_\_\_\_ M#: \_\_\_\_\_

College address: \_\_\_\_\_

College phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Permanent home address: \_\_\_\_\_

Permanent home phone #: \_\_\_\_\_

T-Shirt Size: \_\_\_\_\_

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Major: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

Cumulative GPA(\*minimum of 2.0 cumulative required): \_\_\_\_\_

Class status: ( ) First year ( ) Second year ( ) Third year ( ) Fourth year+

Number of semesters living on campus: \_\_\_\_\_

Your Current RA: \_\_\_\_\_

Have you ever been found responsible for violating rules or policies of the Morrisville State College Council? Y N (Please note that answering yes does not automatically disqualify you from consideration for the RA position)

If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? Y N

If yes, list date, charge, location, court, and action taken:

\_\_\_\_\_

\_\_\_\_\_

*I have inquired about and understand the basic responsibilities, duties and other obligations of being an R.A. I am aware of the departmental expectations and rules and regulations of the college and will abide by them as detailed if I am offered and accept a staff position. I certify that all of the information disclosed on this application is true and accurate and that any misrepresentation of facts may constitute cause for non-appointment or dismissal. I understand that as a condition of this application, my GPA, conduct records, and all listed past or current supervisors or Residence Life staff members may be contacted and/or reviewed. I understand that employment as an RA at Morrisville State College is conditional upon maintaining a minimum 2.0 cumulative GPA and remaining in good judicial and financial standing. Employment agreements are issued on a semester basis and appointing officials are not obligated to extend employment for additional time based on performance review.*

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

**\*Be sure to have three references (at least one must be a faculty or professional staff member of Morrisville State College) fill out the attached reference forms and return them with your application in envelopes which have been sealed and signed by each reference!**



## RA Application Information Sheet Cont.

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Please provide 5 reasons that you would like to become and RA

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_



## RA Application – REFERENCE FORM

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Name of RA candidate: \_\_\_\_\_

Name of person providing reference: \_\_\_\_\_ Phone #: \_\_\_\_\_

Title of person providing reference: \_\_\_\_\_

The student you are evaluating has applied for an RA position at Morrisville State College. The position is integral to the development of the college student living environment in the residence halls. An RA is responsible for developing quality relationships with the students they serve and for planning programs which encourage students to grow socially, emotionally and intellectually. Your evaluations and comments will help us determine the suitability of the applicant for the RA position and rate this student against other RA candidates. Once completed, please place this form in a sealed and signed envelope with the candidate's name on the front and send it to the Residence Life Office, Whipple Bldg. Applicants should not see your comments. ~Thank you.

How long have you known the RA candidate? \_\_\_\_\_

How well do you know candidate (from 1-5, 1 meaning not well; 5 meaning very well)? \_\_\_\_\_

Do you think this candidate will serve as a role model to residents of his/her floor and the campus at large? \_\_\_\_\_

Please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Please circle the appropriate response as it relates to the applicant.*

	Needs Improvement	Average	Excellent		
1. Initiative to learn	1	2	3	4	5
2. Integrity	1	2	3	4	5
3. Respect for authority	1	2	3	4	5
4. Teachability/receptivity to feedback	1	2	3	4	5
5. Assertiveness	1	2	3	4	5
6. Dependability/executing tasks responsibly	1	2	3	4	5
7. Ability to handle stressful situations	1	2	3	4	5
8. Sensitivity toward others	1	2	3	4	5
9. Creativity	1	2	3	4	5
10. Cooperative/working with others	1	2	3	4	5
11. Communication/clarity in speaking	1	2	3	4	5
12. <u>Overall, I would rank this candidate:</u>	1	2	3	4	5

\*Sorry, reference forms CANNOT be completed by or accepted from Morrisville RAs or RDs



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