

Dear RA Candidate:

Attached is a copy of the RA job description, application, and reference forms. We hope that you will find this information helpful in the application process.

One significant requirement for the RA position is a Leadership course that all those selected to be a RA are required to take. The course is a 1-credit, evening course and will be taught during the second seven weeks of the spring semester (immediately following Spring Break) Tuesday, March 25. The course will be required of the Campus Ministry Coordinators as well and they will be a part of this class with all new Resident Assistants. The class will be on Tuesdays from 6:30 PM – 8:30 PM in Loew-Brenn Hall classroom.

If you have further questions, please don't hesitate to contact your RD or Jesse Brown in the Student Development Office.

RESIDENT ASSISTANT APPLICATION 2009-10

Thank you for considering the position of Resident Assistant. The Student Development Staff seeks individual who are committed to Christ as well as to the growth and development of their fellow students. As you begin this process, please follow the guidelines and timelines that follow this message. Huntington University offers a wide variety of leadership opportunities. If you are not selected as a RA, I hope that you will consider where your gifts and abilities can be utilized.

Sincerely,

Jesse M. Brown
Assistant Dean of Students

Resident Assistant Guidelines

1. Please carefully read through all of the information that is given to you to be sure you are familiar with the expectations of this position.
2. Please complete the Resident Assistant Application and return it to the Student Development Office.
3. Be sure to sign the top portion of the Resident Assistant reference forms before giving them to the appropriate individuals. One form is to be given to a faculty or staff person (not a Student Development staff person) and the other is to be given to your present RA. These individuals should return the forms to the Student Development Office.
4. Please be sure that your cumulative grade point average is 2.5 or higher before applying.
5. The RA position has a minimum time expectation of 20 hours per week. Please be sure any additional involvements you may have will fit with this expectation before applying.

Resident Assistant Selection Time Table

Tuesday, December 2	Applications are available in the Student Development Office and from your RDs.
Wednesday, January 14	RA applications/references are due in the Student Development Office by 5:00 PM
Tuesday, January 20 and Wednesday, January 21	RA Interviews
Monday, February 9	9:00 and 10:00 PM Small Group Activity
Tuesday, February 10	9:00 and 10:00 PM Small Group Activity
Friday, March 6	Applicants Notified
February 2, 4 & 6	RA interviews for those not here during J-term

RESIDENT ASSISTANT **JOB DESCRIPTION**

Vision Statement:

To educate students towards a responsible lifestyle that honors God as well as fellow community members within a safe, quality-driven Christian residence setting. It is important that the Resident Assistant, as a role model within the community, be reflective of a growing lifestyle rooted in Jesus Christ. More specifically, this lifestyle should reflect:

(1) Personal (Biblical) integrity; (2) Strong interpersonal, relational abilities; (3) Ongoing commitment to growth as a whole person.

Responsibilities

The building and maintaining of Christian Community can be developed through various roles integral to the functioning of the RA position. Areas of responsibility are included with each role description. These roles and their respective responsibilities are:

Administrator

1. Being stewards of the physical aspects of the residence hall by reporting any needs for maintenance and custodial services.
2. Being on duty approximately once a week on a rotating basis.
3. When serving as the RA on duty, making rounds at least three times nightly throughout the entire hall.
4. Carrying out any administrative tasks as requested by the Resident Director.

Disciplinarian

1. Living in accordance with the Huntington University Lifestyle Expectations.
2. Interpret and explain the university and residence hall policies to residents.
3. Actively modeling and encouraging residents to confront behavior that is in violation of University lifestyle expectations.
4. Reporting all disciplinary situations to their RD for support, accountability, and consistency.

Programmer/Ministry Facilitator

1. Provide programs that have balance and meet the needs of residents.
2. Encourage or facilitate opportunities for spiritual growth among your residents.

Helper

1. Encouraging the development of growing friendships and interdependence among the residents in your living unit
2. Serving as a resource and referral person for students needing assistance.
3. Consulting with your RD when dealing with severe emotional or psychological problems.
4. Orienting new students to the residence halls and campus.

Team Member

1. Being actively involved in promoting unity between RAs in your residence hall and across campus.
2. With the help of your RD, identifying your role in the unity and proper functioning of your Residence Hall Staff as a close-knit team.
3. Being supportive of and giving positive regard to the decisions made by the Student Development Staff and fellow RAs regardless of student reaction.
4. Participating in an RA program evaluation at the end of each of semester of service.

ADDENDUM TO THE RESIDENT ASSISTANT JOB CONTRACT

The addendum is to be read and discussed with your Resident Director.

1. Each Resident Assistant must attend and participate in all training and supervisory meetings set up by the members of the Student Development Staff. These meetings are identified in the professional enrichment section of the RA Job Description. Resident Assistants who fail to meet this expectation will be fined, unless their Resident Director approved their absence.
2. A Resident Assistant may be placed on probation as a result of one or more of the following:
 - a) Violation of a university policy
 - b) Uncooperativeness that hinders individual staff effectiveness
 - c) Failure to fulfill job responsibilities

Probation will include a written statement from the Associate Dean for Student Development that specifies the cause for probations. The probationary period will be no longer than one month. If job expectations are not met by the end of the probationary period, the Resident Assistant may be dismissed.

Dismissal will not occur without a probationary period, except in cases of a major violation of university policy or job responsibilities. The Resident Assistant will receive a written statement from the Associate Dean for Student Development that specifies the cause for dismissal.

RESIDENT ASSISTANT APPLICATION

Please answer the following questions on a separate, typed sheet of paper.

Name _____ ID# _____ Male _____ Female _____ Classification _____

Summer or Permanent Address _____

Major _____ Cumulative Grade Point Average _____

Honors Received (Academic) _____

Honors Received (Non-Academic) _____

1. Please describe why you are applying for this position
2. Briefly describe the role of the person of Jesus Christ in your life.
3. Explain what you feel the role of the Resident Assistant at Huntington University should be.
4. The following question is in two parts:
 - A. Having read the Resident Assistant Job Description, identify and describe those responsibilities that will be the most difficult for you.
 - B. What will be your strategy for overcoming these obstacles?
5. As you think of the residence hall experience, what do you see as some of the major issues, and how might you address them if you were selected as a Resident Assistant?
6. The following item is in two parts:
 - A. Ideally, what kind of tone or atmosphere would you like to help create in your living unit?
 - B. What would your role be in seeing this tone/atmosphere influenced?
7. Describe and contrast at least three of your strengths and three of your weaknesses and provide specific examples of each.
8. Describe your strategy for programming (include at least 3 specific examples of programs) as well as how it will be determined that this strategy has been successful.
9. Describe your strategy for how you will encourage or facilitate opportunities for spiritual growth among your residents.
10. Please list any outside-of-classroom experiences that you anticipate being involved in next year and be sure to include approximate time requirements for each on a weekly basis.
11. Please identify any job related experiences or training which you have had that would contribute to your effectiveness as a Resident Assistant. Please make specific connections between these experiences and their benefit to your preparation for this role.
12. If you have any additional comments that you wish to communicate to the selection committee, you may use the remaining space.
13. Residence Hall Preference _____

RESIDENT ASSISTANT REFERENCE FORM
(Faculty / Staff)

Applicant _____ ID# _____

This Student has applied to be a Resident Assistant and has listed you as a reference. To assist us in the selection process, we would appreciate your evaluation and specific comments regarding the applicant.

Rating System: (low) 1 2 3 4 5 (high)

Cooperativeness: attitude and ability to work with others, receptiveness to suggestions and criticisms.

Cooperativeness Score: 1 2 3 4 5

Responsibility: consider the degree to which this person is dependable, accurate, and conscientious.

Responsibility Score: 1 2 3 4 5

Initiative: consider the ease and vigor with which this person approaches a new situation and carries the work to completion.

Initiative Score: 1 2 3 4 5

Sensitivity: consider the person's sensitivity to and understanding of the feelings of individuals and groups and the ability to reach out.

Sensitivity Score: 1 2 3 4 5

Emotional Stability: consider the evenness of disposition, emotional reaction to conflict and tension and the personal-social adjustment.

Emotional Stability: 1 2 3 4 5

Spiritual Life: consider the person's spiritual interest as well as the application of his/her faith in personal life experiences.

Spiritual Life Score: 1 2 3 4 5

Self Awareness: the degree to which the student is aware of strengths and limitations.

Self Awareness Score: 1 2 3 4 5

Self confidence: ability to interact with others with ease, authenticity and friendliness.

Self confidence Score: 1 2 3 4 5

Relationship to the applicant _____ length of time known _____

Based upon your understanding of the role of the Resident Assistant and according to your knowledge of the applicant, please respond as to how you feel s/he would perform in such a position:

Signature: _____ Date: _____

Printed Name: _____ Phone # _____

May we call you for more information? _____

Please circle one of the following with regards to you feelings about the applicant and the RA position:
HIGHLY RECOMMEND RECOMMEND RECOMMEND W/ RESERVATIONS DO NOT RECOMMEND

Please provide explanation on reverse side of sheet if you do not recommend or if you recommend with reservations.

Please return to the Student Development Office by 5:00 PM on Wednesday, January 14th, 2009.

RESIDENT ASSISTANT REFERENCE FORM
(Current Resident Assistant)

Applicant _____ ID# _____

This Student has applied to be a Resident Assistant and has listed you as a reference. To assist us in the selection process, we would appreciate your evaluation and specific comments regarding the applicant.

Rating System: (low) 1 2 3 4 5 (high)

Cooperativeness: attitude and ability to work with others, receptiveness to suggestions and criticisms.

Cooperativeness Score: 1 2 3 4 5

Responsibility: consider the degree to which this person is dependable, accurate, and conscientious.

Responsibility Score: 1 2 3 4 5

Initiative: consider the ease and vigor with which this person approaches a new situation and carries the work to completion.

Initiative Score: 1 2 3 4 5

Sensitivity: consider the person's sensitivity to and understanding of the feelings of individuals and groups and the ability to reach out.

Sensitivity Score: 1 2 3 4 5

Emotional Stability: consider the evenness of disposition, emotional reaction to conflict and tension and the personal-social adjustment.

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Self confidence Score: 1 2 3 4 5

Relationship to the applicant _____ length of time known _____

Based upon your understanding of the role of the Resident Assistant and according to your knowledge of the applicant, please respond as to how you feel s/he would perform in such a position:

Signature: _____ Date: _____

Printed Name: _____ Phone # _____

May we call you for more information? _____

Please circle one of the following with regards to you feelings about the applicant and the RA position:
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Please provide explanation on reverse side of sheet if you do not recommend or if you recommend with reservations.

Please return to the Student Development Office by 5:00 PM on Wednesday, January 14th, 2009.