

OVERVIEW

Please review the Resident Assistant Application Packet for the requirements and minimum qualifications. This application is for the 2009-2010 academic year. Applications are due to the Office of Residence Life no later than Thursday, November 5th at Noon. Reference forms are also due at that time. For questions about this application or the Resident Assistant position, please contact any Area Director or the Office of Residence Life at 765.983.1317.

SELECTION TIMELINE

Thursday, October 22nd	Applications available from Residence Life and Area Director Offices
Thursday, October 29th	RA Information Session at 8:00 PM in Earlham Hall 1 st floor lobby
Thursday, November 5th	Applications due to Residence Life by Noon (12:00pm)
November 11th – 13th	Individual Interviews (Specific times will be sent out via email)
Monday, November 16th	Candidate status emails sent out

ELIGIBILITY REQUIREMENTS

- Must be enrolled as a fulltime student
- Minimum cumulative G.P.A. of 2.5 to apply and must be maintained through term of employment
- Cannot be on any form of College probation
- Must have attended Earlham for at least two full semesters prior to term of employment
- Must have two semesters of on-campus living experiences (one at Earlham) prior to term of employment
- Must be able to climb stairs
- Must be able to lift 40 lbs.
- Time, energy and commitment to assist fellow students with their collegiate experience

RESIDENT ASSISTANT EXPECTATIONS

As an RA, you will be living and working with approximately 25-30 students within the residence hall. The major responsibilities of the RA position include, but are not limited to, the following: academic/personal advising and referral of students to campus and other information resources; development of floor and hall community through various types of programming and activities; support and guidance of hall governance; explanation and enforcement of College regulations and policies; liaison between students and College personnel; and accompanying administrative tasks. For a more thorough outline, please refer to the Resident Assistant Employment Agreement.

RESIDENT ASSISTANT EMPLOYMENT AGREEMENT

ACADEMIC YEAR 2009-2010

RESIDENT ASSISTANT APPOINTMENT DATES

Resident Assistant (RA) appointments are for a period of one academic year. For both the fall and spring semesters, RAs are expected to return early to prepare for students' arrival and also to leave later to ensure that the halls are closed properly. The specific dates will be announced when candidates are hired.

COMPENSATION

RAs receive as compensation a single room and a stipend of \$600.00 per semester. The college views the RA compensation as a work stipend and suggests that RAs not participate in the college work study program.

RESIDENT ASSISTANT EXPECTATIONS

Counselor/Mediator Role

RAs are expected to:

- Function as a peer counselor for students who need/or seek support and refer them to other sources when appropriate.
- Help resolve conflicts that arise between roommates and among community members.
- Adhere to the ethical standards of confidentiality.
- Assist the Area Director with mediations when necessary.
- Keep the Area Director informed of the general state of the community, of individuals who may need special intervention and of situations with the potential for injury or harm.
- Attend training sessions during the year to prepare for these roles.
- Identify and assess potential problems and work proactively to intervene.
- Make referrals and/or help people utilize community resources to solve their problems.
- Respond to crisis situations following Residence Life and college procedures.

Community Builder & Educator Roles

RAs are expected to:

- Participate in all training
- Be an active member of one Residence Life committee.
- Plan and implement community building programs on a regular basis along with five floor-wide programs per semester
- Develop floor and hall standards and address hall concerns by convening hall meetings.
- Live by the community standards as outlined in Principles and Practices and interpret, teach, and uphold its principles.
- Be role models at all times.

Administrative Role

RAs are expected to:

- Perform on a rotating basis the duties of an "On Call" RA on weekday and weekend nights between the hours of 10:00 p.m. and 7:00 a.m.
- RA "On-Call" responsibilities include patrolling all areas of the building, including hallways, bathrooms, kitchens, etc., at least three times each night. RAs are not permitted to leave their assigned building while "On-Call" without approval from their supervisor.
- Enforce College regulations and policies
- Assist the Area Director in assessing the condition of the rooms and public areas in the residence halls. .
- Be on campus at least three weekends per month.
- Assist the Area Director with opening and closing the halls each semester.
- Attend all meetings as requested.
- Complete all paper-work as required (weekly reports, incident reports, reference forms, RCI's, etc.).
- Attend one-on-one sessions with their Area Director.
- Assist with all Residence Life programming events, i.e. RA Selection, Community-wide programming and Housing Selection.
- Perform other duties as assigned by the Area Director, Residence Life or Student Development including assisting with the RA selection process.

The Resident Assistant Expectations as set by Residence Life is an addendum to the Employment Agreements.

Failure to fulfill the responsibilities of the position as described could result in disciplinary action and/or dismissal. Upon termination of appointment, compensation will cease. Terminated staff members are required to vacate staff housing within three days of the effective date of termination. Please remember, specific housing placements are **always tentative**. Changes may occur throughout the summer and during the school year.

Resident Assistant Application

PERSONAL INFORMATION

Name (Last, First, Middle):	
Drawer:	Email:
Residence Hall:	Room:
Campus Phone:	Cell Phone:

STUDENT STATUS

Year in School (Circle One):	Freshman	Sophomore	Junior	Senior
Major:	Cumulative GPA:			

SHORT ESSAYS

Please type your answers to the following questions on a separate sheet and attach them to this form.

1. Why do you want to be an RA?
2. What are the key characteristics of a good RA?
3. The RA position is primarily a role charged with developing a community among a group of people. Please explain what you think a community is and why you think you will be successful at building community.
4. Discuss how you will balance your RA responsibilities with your other commitments. Please list the extra-curricular activities in which you are involved.

REFERENCES

There are three recommendation forms attached to this packet. You need to have one reference form from an RA on your floor, one from a faculty member, and one from a current or previous employer. Reference forms should be turned in by the application deadline by those completing them.

Please list the people who will be completing your reference forms.	Reference 1:
Reference 2:	Reference 3:

SIGNATURE OF APPLICANT

I certify the answers on this document are true, to the best of my knowledge. I realize all the information furnished by me will be verified by Earlham College and that any misrepresentation of facts may constitute cause for discontinuance in the selection process, a non-appointment, or dismissal. I further authorize the Office of Residence Life to access my Earlham College records. I have read and am familiar with the position description and the terms of employment.

Signature of Applicant

Date

EARLHAM COLLEGE

Office of Residence Life

SCHEDULE OF DAILY COMMITMENTS FOR NOVEMBER 11th – 13th

Name: _____

Phone: _____ E-mail: _____

Submit this form with your application so that we may schedule you for an interview. Please allow as many available opportunities as possible due to the number of interviews being scheduled. The only spaces not left available should be due to class or work commitments that cannot be changed.

	Wednesday, November 11th	Thursday, November 12 th	Friday, November 13 th
8:00 AM			
8:30 AM			
9:00 AM			
9:30 AM			
10:00 AM			
10:30 AM			
11:00 AM			
11:30 AM			
12:00 PM			
12:30 PM			
1:00 PM			
1:30 PM			
2:00 PM			
2:30 PM			
3:00 PM			
3:30 PM			
4:00 PM			
4:30 PM			

EARLHAM COLLEGE

Office of Residence Life

Resident Assistant Candidate Reference Form

Candidate's Name (Please Print):

(Last)

(First)

(Middle)

You have been chosen to be a reference for the above listed student who is applying for a Resident Assistant (RA) position with Earlham College's Office of Residence Life. This evaluation will be kept in confidence from the candidate, *only if the candidate signs below*. The candidate is under no obligation to sign.

Candidate's Signature: _____
(Optional)

Date: _____

General Information – please respond to the following:

Your Name: _____

Position: _____

Phone Number: _____

Email Address: _____

How long have you known the candidate? _____

What is your relationship to the candidate? _____

Signature: _____

Date: _____

As an RA, the candidate will be living and working with approximately 25-30 students within the residence hall. The major responsibilities of the RA position include, but are not limited to, the following: academic/personal advising and referral of students to campus and other information resources; development of floor and hall community through various types of programming and activities; support and guidance of hall governance; explanation and enforcement of College regulations and policies; liaison between students and College personnel; and accompanying administrative tasks.

Please complete the reverse side of this form promptly, citing your observations of the candidate's skills as specifically as possible and return to the Office of Residence Life by Thursday, November 5th at Noon (12:00pm). Additional comments by letter are also welcome.

Thank you for your time.

(Over)

Please circle a rating for the candidate on each of the following five skills. The scale provided is 1 to 5, with 1 being poor and 5 being excellent. Please write comments in the space provided following each section.

Interpersonal Skills

(This area includes: sensitivity to others, leadership abilities, motivational skills, teamwork, and conflict resolution.)

1 **2** **3** **4** **5** **N/A**

Comments:

Management Skills

(This area includes: decision-making, time management, study skills, problem solving, and stress management.)

1 **2** **3** **4** **5** **N/A**

Comments:

Communication Skills

(This area includes: written expression, verbal expression, creativity, assertiveness, and listening skills.)

1 **2** **3** **4** **5** **N/A**

Comments:

Personal Traits

(This area includes: self-confidence, maturity, professional ethics, sense of responsibility, and potential for growth.)

1 **2** **3** **4** **5** **N/A**

Comments:

Would you recommend this candidate for the Resident Assistant position? Please indicate one of the choices below:

Recommend **Recommend with Reservation** **Do Not Recommend**

Thank you for completing this reference.

Please return this recommendation form to the following address by Thursday, November 5th:

**Office of Residence Life
RA Recruitment & Selection
Drawer # 195**

EARLHAM COLLEGE

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(Optional)

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Your Name: _____

Position: _____

Phone Number: _____

Email Address: _____

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(Optional)

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