

RESIDENT ASSISTANT JOB DESCRIPTION

Resident Assistants are to develop on-going relationships with individuals on the floor and are committed to helping meet the needs of those individuals. Resident Assistants serve as resource persons and help residents realize their potential as individuals, students, and responsible members of the campus community. "Assisting" incorporates many aspects including: programming, counseling, being a friend, upholding University and residential hall policies, dispensing information, and being available on the floor. Each of these aspects is an appropriate way to meet the needs of the residents.

Each Resident Assistant is primarily committed to a floor/wing and its residents. A Resident Assistant will have many responsibilities involving the entire residence hall as well, such as various administrative tasks as assigned by Hall Directors. Support and cooperation with the entire Residential Life staff in reaching their common goals will be expected.

Realizing the importance of the residential hall living environment, Resident Assistants are responsible in the hall for: information, counseling, to supervise the operation of the hall, and to handle emergencies, whether those involve people or the physical facilities. A majority of the job is spending time with residents and being available within the halls.

Each Resident Assistant will share evening and weekend responsibilities with his/her staff members according to the schedule. Duty nights provide an opportunity to get acquainted with residents within their hall. It should also be noted that each Hall Director will have some differing expectations of a Resident Assistant's duties.

Resident Assistants have some freedom to operate on the floor according to his/her own personality and to the personality of that particular floor. The Resident Assistant job involves flexibility and creativity to change within the guidelines to best carry out the job responsibilities.

Some of the qualities of a Resident Assistant are: positive communication skills, leadership ability, flexibility, time management, willingness to work with anyone at any place, commitment to job, and the ability to be a positive representation of Manchester University and the Office of Residential Life.

QUALIFICATIONS

It is preferred that each Resident Assistant:

1. Have a cumulative GPA of 2.5 or higher at the completion of the term before application and maintain the 2.5 minimum GPA throughout employment. A Resident Assistant is first a student. A student who is struggling to achieve grades may have trouble effectively functioning as a Resident Assistant.
2. Has been a resident of a residence hall for one academic year and in a Manchester University residence hall for at least one semester.
3. Have completed at least 28 credit hours by the end of the term before possible employment.
4. Be in good standing with the Business Office.
5. Have shown support and respect for University policies.
6. Receive positive recommendations from listed reference.
7. Present positive attitudes and demonstrate qualities that characterize Resident Assistants.



OFFICE OF RESIDENTIAL LIFE

Resident Assistant Application Form for 2018-2019 Academic Year

PERSONAL INFORMATION:

Full Name: _____ Phone: _____

Campus Address: _____ Box #: _____
(Hall, Room #)

E-Mail Address: _____

ACADEMIC INFORMATION:

Classification at the end of Spring 2018: Soph. ___ Junior ___ Senior ___

Major(s): _____ Minor(s): _____

If you are a transfer student, from what institution did you come, and when:

GPA (Fall 2017): _____ Cumulative GPA (end of Fall 2017): _____

*The selection committee will be checking your GPA to make sure you are in good academic standing.

RESIDENCE HALL INFORMATION:

Have you previously applied for the RA position? Yes _____ No _____

If yes, when? _____

How many semesters have you lived in the Residence Halls? _____

Which hall(s) have you lived in and for how long?

Hall:	How long?
_____	_____
_____	_____
_____	_____

In what Residence Hall activities have you participated?

ACTIVITIES:

If selected as a Resident Assistant, you may not have any other employment unless approved by the Director of Residential Life and your Hall Director; however, you may be involved in a reasonable number of extracurricular activities.

List your present extracurricular activities and any elected offices:

List plans for extracurricular involvement during the 2018-19 academic year (including travel plans for Jan Term.). Please include clubs, activities, and athletics. Please include an estimation of weekly time commitment to each activity.

Are there any commitments which may keep you away from the hall/campus daily, evenings, or weekends (ie. student teaching, internship)?

Please describe any restrictions (i.e. financial, price of room, etc.) that could limit your ability to accept a position in any of the residence halls:

RESUME:

Your resume should include at least the following information. If you want to include other information you may add it to your resume:

CONTACT INFORMATION

Full name, phone number, campus address including box number, and e-mail address

ACADEMIC INFORMATION

Major(s), minor(s), cumulative GPA

EXPERIENCE

Provide any relevant work experience

ACTIVITIES

Provide any relevant activities that you have been or are currently involved with

CONSENT

I agree that the information provided in this application is true and correct to the best of my knowledge.

Signature: _____

Date: _____

PLEASE PRINT, FILL OUT AND SUBMIT YOUR APPLICATION TO CALVIN ULREY ROOM 222 C/O
Cashmere Cozart - **Oakwood Hall Director**, cicozart@manchester.edu, 260-982-5402
Amy DiNovo - **Schwalm Hall Director**, amdinovo@manchester.edu, 260-982-5444

BY MONDAY FEBRUARY 19TH AT 5:00PM*

YOU MUST ALSO APPLY FOR THIS POSITION ON THE SPARTAN JOBS WEBSITE

If you have any questions, please contact via e-mail or phone the selection committee.