



ROUND II



FIGHT YOUR WAY TO BECOME A

Resident/Community Assistant

Arkansas State University
Residence Life

★ APPLY TODAY!! ★

QUALIFICATIONS

- Have at least one semester residence living on a college/university campus
- Be a full time student with at least 24 hours credit hours (60 hours for Collegiate Park)
- Have at least a 2.5 cumulative grade point average, and maintain a 2.25 each semester
- Have the ability to relate to others



APPLICATIONS NOW AVAILABLE!!



- Applications are located at all residence hall front desks, Residence Life Office, and at reslife.asatate.edu
- Submit application, cover letter, resume and references to the Residence Life Office by

Friday, January 30, 2009, 5pm



Hello! We are excited that you are interested in the Resident Assistant/Community Assistant! This position is for the 2009-2010 academic year. This position is an important leadership position on campus and we look forward to the possibility of working with you.

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***Please read this entire packet prior to submitting your application. The information in this packet will assist you during the application process. If you have any questions, or need further information, please contact Residence Life at (870)972-2042 or email us at [reslife.astate.edu](mailto:reslife.astate.edu)***

Arkansas State University  
Office of Residence Life  
Student Union Suite 2053  
P.O. Box 2774  
State University, AR 72467  
(870) 972-2042 phone      (870) 972-2561 fax



**How to Apply for RA/CA 2009-2010**

All applicants must submit a Resident/Community Assistant Application, cover letter, and resume to the Residence Life Office (Student Union Suite 2053) by January 30, 2009 at 5:00 p.m.

**Appointment Period**

Resident/Community Assistants' appointments are made for an academic year. However, based on justifiable reasons such as violation of policy, insubordination, etc., a Resident/Community Assistant's position may be terminated. If a Resident/Community Assistant's cumulative grade point average falls below a 2.5 for any given semester, the Resident/Community Assistant will be given one semester to raise the average above a 2.5 while participating in the academic assistance program.

**Pay and Benefits (2009-2010)**

Resident Assistants/Community Assistants receive \$2096.00 per semester disbursed in semi-monthly paychecks. As a condition of employment, staff will reside in a private room, based on availability, paid for by RA/CA scholarship. Collegiate Park and New Apartment Community Assistants receive \$1375.50 per semester, also distributed in semi-monthly paychecks. As a condition of employment, Community Assistants will be assigned to an apartment or suite with a roommate(s).

**Job Qualifications**

In order to be considered for a Resident/Community Assistant position you must:

- ~Have a minimum of one semester residence living on a college/university campus
- ~Be a full time student with at least 24 hours of college credit (60 credit hours for Collegiate Park and New Apartments)
- ~Have at least a 2.5 cumulative grade point average, and maintain that, along with a 2.25 each semester of employment
- ~Have the ability to relate to others

**Interviews**

All applicants must participate in the interview process. Interviews will be scheduled for February 7-8. Make up interviews will only be given if deemed necessary.

## **Job Description**

The Resident/Community Assistant (RA/CA) is responsible for creating an environment (community) that enhances student growth and development utilizing educational and social programming, counseling and/or mentoring to residents, and promoting student responsibility, while fulfilling administrative expectations.

Responsibilities include, but are not limited to:

### **Administration**

- Participate in hall “on call” rotation. This rotation will ensure that there is at least one Resident/Community Assistant on duty in each facility during evening, night, early morning, and weekend hours.
- Report and complete follow-up checks on maintenance problems in his/her area.
- Maintain accurate and updated records of the residents in his/her area and conducts a weekly review of this information.
- Assist the Residence Hall Director/Apartment Manager with the opening and closing of his/her hall/complex.
- Assist the Residence Hall Director/Apartment Manager with periodic reports.
- Assist in the evacuation of the hall during emergencies.
- Work at the front desk four hours per week or at the discretion of the Assistant Director of Residence Life.
- Act as a liaison between the University administration and students residing in his/her area.
- Perform other duties that may be assigned.
- Cannot hold outside employment.
- Cannot hold assistantship, internship or student teaching position without permission from the Assistant Director of Residence Life

### **Staff Development**

- Attend and contribute to Resident/Community Assistant training and workshop sessions and weekly staff meetings.
- Participate as interviewers and observers as needed in the Resident/Community Assistant Selection process.
- Attend and contribute to required in-services.
- Maintain frequent contact with the Residence Hall Director/Apartment Manager.
- Must successfully complete the RA Class (Introduction to Leadership Development, see application) during Spring 2009.
- Serve on Residence Life committees.

### **Student Development**

- Conduct regular floor meetings and use other means by which to determine interests, needs, and capabilities of his/her residents.
- Develop appropriate Wellness Area programs to address specific developmental needs of residents in his/her residence hall/complex.
- Each Resident/Community Assistant is expected to complete a minimum of twenty-five programming points in his/her residence hall/complex. Each staff member is encouraged to work together to sponsor a variety of programs that will meet the needs of the diverse population in each residence hall or apartment complex.
- Work closely with hall council representatives in promoting wing, floor, and hall unity and identity.
- Identify students with leadership potential and get them involved in hall government and other activities.
- Recruit candidates for the Resident/Community Assistant position.
- Serve as a role model for students.

### **Counseling**

- Develop and maintain an ongoing relationship with residents.
- Initiate contacts, make introductions, and encourage conversation among residents.
- Be a resource person and make appropriate referrals when necessary.
- Assist residents in adjusting to campus and residence hall environments.
- Be alert to recognize serious problems and notify Residence Hall Director/Apartment Manager.
- Use the floor/wing bulletin boards to inform residents of important matters (i.e. community expectations, upcoming events, campus resources, etc.).
- Serve as a campus resource to residents.

### **Student Conduct**

- Adhere to and enforce all University policies and regulations.
- Assist students in maintaining an environment conducive to studying.
- Assist RHD/AC in mediation of conflicts.
- Familiarize residents with departmental and University policies.
- Document violations of University and/or hall policies.

### **Outside employment**

Due to the importance of this position, no outside employment is allowed with the RA/CA position. The academic load is limited to a maximum of seventeen semester hours during the first semester of employment. It should be noted that the RA/CA position comes first only behind academics. Any extra-curricular activities that a first semester RA/CA anticipates being involved in should be discussed with his/her Residence Hall Director, Area Coordinator, or the Assistant Director of Residence Life.

**Resident/Community Assistant Application  
(2009-2010 Academic Year)**

Arkansas State University  
Office of Residence Life  
Student Union Suite 2053  
P.O. Box 2774 State University, AR 72467  
(870) 972-2042 phone (870) 972-2561 fax

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: M F

Current Residence Hall/Apartment & Room (if it applies): \_\_\_\_\_

Local Mailing Address (PO Box, or Street, etc.): \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Preferred E-Mail: \_\_\_\_\_ Alternate E-Mail: \_\_\_\_\_

Permanent (Summer) Mailing Address: \_\_\_\_\_

Major: \_\_\_\_\_ Last Semester GPA: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Current Classification: Freshman Sophomore Junior Senior Graduate

Number of Semesters Completed at Arkansas State University: \_\_\_\_\_ Completed Credit Hours: \_\_\_\_\_

Number of Semesters living on campus at any university: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

When is the earliest you can accept a position? \_\_\_\_\_

Will you have an internship, practicum, or student teaching assignment during the time you plan on being an RA/CA? Yes No

If "Yes," please explain situation and when this will take place: \_\_\_\_\_

\_\_\_\_\_

Do you have any RA/CA experience? Yes No

If "Yes," please explain: \_\_\_\_\_

The following statements, though not all inclusive, cover general guidelines of employment for Residence Life staff members. Please read and initial each statement to indicate your understanding.

\_\_\_\_\_ **Period of employment:** RA/CA employment begins approximately three weeks prior to the opening of residence halls in August and ends no less than 2 days after exams in May. For all breaks and holidays throughout the academic year, staff members are expected to be the last to leave and the first to return. Staff members will work either Fall Break or Spring Break, and this will be determined within the specific hall staff meetings. The cafeteria and food court are not available during these breaks.

\_\_\_\_\_ **Outside employment:** I will not hold any outside employment in addition to my RA/CA staff position. I will receive permission from the Assistant Director of Residence Life before I hold an internship, assistantship or student teaching position.

\_\_\_\_\_ **RA/CA Class:** RA/CAs are required to successfully complete Introduction to Leadership Development (the Resident Assistant Class). This class may or may not include research papers and/or projects. This class will be added to new hires' schedules by the Department of Residence Life and is a 2 credit hour course. You must pay for this tuition. The class is on Tuesdays from 2:00 until 4:00 pm.

\_\_\_\_\_ **Meetings:** RA/CAs are required to attend in-service meetings, training sessions, and staff meetings as announced by their supervisor(s).

\_\_\_\_\_ **Academic Success:** RA/CAs are required to remain registered, full-time students in good academic standing at Arkansas State University throughout their tenure as a staff member. Each RA/CA must maintain a semesterly of 2.25 or better and a cumulative GPA of 2.5 or better.

\_\_\_\_\_ **RHC:** RA/CAs must play an active role in the Residence Hall Council.

\_\_\_\_\_ **Authorization:** I hereby authorize Arkansas State University Residence Life officials to check both my cumulative GPA and my disciplinary record as a component of the RA/CA selection process.

I have read the attached RA/CA job description, and understand the responsibilities of the RA/CA position. To the best of my knowledge, I meet the outlined qualifications to apply for the RA/CA position. I certify that I have completed the application, and that the information I have provided is accurate.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## Resume and Cover Letter Information

You must submit a cover letter and resume with the Resident/Community Assistant application. Please respond to the information below when creating your cover letter and resume.

### Cover Letter

The cover letter should be in standard business letter style. You should use the address provided on the application as the address that you wish to send the letter. The letter should be addressed to Patrick Dixon, Director of Residence Life.

- The **first** paragraph should state the reason for the letter and the specific position for which you are applying.
- The **second** paragraph should state why you are applying for the RA/CA position. Briefly summarize your reasons for wanting a staff position. You will also want to describe your experience living in the residence halls.
- The **third** paragraph should state what extra-curricular activities you have participated in, why you chose these activities and what you have learned from them. How will what you have learned in these activities help you to be a better RA/CA?
- The **last** paragraph should be the clincher paragraph. You will want to list your skills and traits that will make you a candidate we will want to hire. How will these skills contribute to your success as a RA/CA?

Don't forget to sign your name at the bottom.

### Resume

Create a resume that expresses you. However, remember to stay within the business guidelines that govern traditional resumes. Your resume style may differ according to your major. Graphic design resumes will be more artistic and expressive, whereas a business major will usually have the one page traditional format. For assistance with your resume, visit the Career Services Office for samples and critiquing.

The following four categories must be covered on your resume:

#### **Education**

What type of degree are you pursuing? What is your anticipated graduation date? What institutions have you attended/graduated from?

#### **Related or Job Experience**

List other jobs that you have had in the past (be sure to list the most recent position first). Include the dates of your employment. Please describe the responsibilities you had with these jobs. Mention any significant accomplishments and/or skills that you obtained.

#### **Activities/Honors**

List any campus activities that you have participated in at ASU or other institutions (including high school, if necessary). These can be clubs, fraternities, sororities, military service, athletic teams, etc. Emphasize activities/honors that could relate to the RA/CA position.

#### **Credentials/References**

List names and phone numbers of at least three references.

**Deadline Reminder: The application, cover letter, resume and references are due back to the Residence Life Office by 5:00 p.m. on January 30, 2009.**