

Residence Life Programs & Housing

Resident Assistant/Resident Manager
Application Packet
2012-2013



UNIVERSITY OF NORTH CAROLINA
SCHOOL of the ARTS

Email finished application to: Thomas DiStefano distefanot@uncsa.edu

Or mail finished application to:
Thomas DiStefano
Office of Residence Life Programs & Housing
1533 S. Main St.
Winston-Salem, NC 27127

Or return printed applications to College Life Office on the 2nd floor of Hanes Commons

University of North Carolina School of the Arts
Office of Housing & Residence Life

1533 S. Main Street
Winston-Salem, North Carolina 27127-2188
phone 336.770.3280/ fax 336.631.1289
www.uncsa.edu



November 1, 2011

Dear Resident Assistant/Resident Manager Applicant:

Thank you for showing interest in the Resident Assistant (RA)/ Resident Manager (RM) position at UNCSA. A RA/RM is a college student who is available in the residence halls and apartments to be of assistance to other students. The RA/RM role is both a varied and significant one with emphasis in the areas of peer counseling, educational and social programming, community development, enforcement of UNCSA policies, and administration. The RAs and RMs will specifically assist students in continuing their personal and social development and assuming responsibility for their own living environment.

Acknowledging the roles of the Resident Assistant and Resident Manager, the following considerations are critical in the selection of a RA/RM: leadership, teamwork, creativity and academic/art achievement, the willingness to participate in staff development, and willingness to work and develop an effective learning environment.

Because of the responsible nature of the RA/RM position, all applicants must meet the following stipulations:

- Applicants must have a cumulative grade point average of 2.5.
- Selected applicants must complete a personal interview with Residence Life staff.
- Part of the interview process will involve a group exercise on **Saturday, February 11th, from Noon – 3pm.** Location will be Eisenburg Social Hall North. Please mark that date on your calendar now, as **all applicants must attend.**
- Applications are due in the Residence Life Office before 3:00 pm on **FRIDAY, JANUARY 20th.**
- Applicants, if selected, must attend Spring Training (dates TBA).

If you have questions about the Staff Selection Process, please contact one of us at ext. 2910.

Sincerely,

Ashley Weets
Programming Coordinator

Kole Metz
Judicial Coordinator

Thomas DiStefano
Housing Coordinator

Resident Assistant/Resident Manager Position Description

A Resident Assistant (RA)/Resident Manager (RM) is a significant member of the Residence Life staff. The RA/RM is expected to adhere to the artistic and academic requirements of UNCOSA. RAs and RMs are available in the residence halls and apartments to assist the students as peers, resources/role models, activity facilitators, and as administrators of policies and regulations, thereby establishing a living environment which is conducive to artistic, academic and personal growth.

It should be noted that the RA/RM position is the student's primary employment. The student's supervising Coordinator must approve any other employment. Job related responsibilities are as follows:

Programming

1. Plan and implement programs that meet both the needs and interests of the students residing on your floor. This is to be accomplished through the completion of nine programs per academic year as outlined by the Coordinator Staff during fall training.
2. Assist in the planning and implementation of Residence Life area-wide functions.

Community Development

1. Be responsible for preparing your floor/building for opening. This includes doing Room Condition Reports, Work Orders, Bulletin Boards (inside and outside) and Door/Hall Decorations.
2. Welcome students to the campus community and establish, develop and maintain an open relationship with your residents.
3. Work with residents to maintain their rights and privacy. Teach responsibility for one's own actions, thus creating an appropriate academic and artistic environment.
4. Maintain weekly contact with residents on your floor/in your building.
5. Encourage and support residents in their involvement in programming and campus activities.

Staff Development

1. Attend all scheduled training sessions, orientations, staff development activities and weekly staff meetings.
2. Be actively involved in residence hall and apartment activities.
3. Participate in the performance evaluation process held twice a year.

Advising and Referral

1. Assist residents in dealing with artistic, academic, social and personal issues and concerns.
2. Refer residents to appropriate campus and/or community resources as necessary.

Administrative

1. Conduct a hall/building meeting the night the hall/building opens for new students.
Conduct a hall/building meeting the second night for new and returning students.
2. Conduct at least two hall/building meetings per semester.
3. Complete all paperwork and other tasks and duties as assigned by your supervisor in an accurate and timely manner. This includes checking your staff mailbox at least twice a week.
4. Conduct health and safety inspections in each room on your floor on a regular basis.
5. Participation in the execution of a fire drill in your building once a semester.

Staff Relations

1. Support Residence Life staff members and communicate openly and honestly with them regarding decisions and actions.
2. Communicate with your supervisor concerning program plans and residents' concerns.
3. Maintain confidentiality concerning job related information.
4. Develop a cooperative relationship with other areas of the UNCSCA Community.

Discipline

1. Confront discipline situations with an educational objective. This includes providing a rationale concerning UNCSCA policies and discipline procedures.
2. Confront and document individuals and/or groups violating UNCSCA policies.

Duty Coverage

1. Work assigned rove shifts. Each staff member will have, at a minimum, three weekday rove shifts and two weekend rove shift per semester. Rove shifts start at 10:00pm and end at 12:00am on weekdays, 1:00am on weekends (Friday and Saturday). After 12:00am staff members are expected to keep the rover phone overnight and return it to the Quad Office the following day.
2. RAs are expected to stay each night in their rooms and should return to the building no later than 2:30am each evening. Overnight stays from the building need to be brought to the attention of your supervisor PRIOR to leaving campus.

Commitment

1. Know the residents and be available to them by spending time on your floor.
2. Keep residents and staff informed of your schedule and availability in advance.

Break Periods

1. Periods when the halls are closed (holiday and Spring Break) and at the end of the year closing, RAs/RMs are expected to stay through the official closing of the residence halls. RAs/RMs may leave after checking the halls/buildings and completing all closing tasks and paperwork.
2. Break periods when the halls are not closed (Thanksgiving and Easter) designated staff are expected to remain on duty.

2012-2013
RESIDENT ASSISTANT / RESIDENT MANAGER
SELECTION PROCESS TIMELINE

Jan. 20 (Fri.) – **Applications** due to the College Life Office before 3pm

Jan. 30 (Mon.) – Feb 3 (Fri.) – If selected **Individual Interviews**
with College Life Staff

Feb. 11 (Sat.) - **Group Process** from Noon to 3 pm.
Eisenburg Social Hall-North. This session will involve
candidates divided up into groups and going through
group activities and exercises to observe how they
interact in a group setting

March 1 (Thu.) - Decisions made and candidates are notified via
campus mailbox

March 16 (Fri.) - **Acceptance of Job Offer Due** in the
College Life Office before 3 pm

TBD/TBA - Spring training days for the 2012-2013 Resident
Assistant/Resident Manager Staff. Location and exact
times will be announced.

The College Life Office is located on the 2nd floor of
The Hanes Student Commons, room 202

RESIDENT ASSISTANT/RESIDENT MANGER APPLICATION

Please type or print clearly.

Name _____ Date _____
first middle last

Date of Birth ____/____/____

Campus Address _____
bldg. room box #

_____ Cell phone # _____ email address

Summer Address _____
street city state zip code

Summer Phone # () _____

Current Class Status (circle) C1 C2 C3 C4 Graduate

I am applying for a position as a: Resident Assistant _____ Resident Manager _____ Both _____

Do you have a hall preference? Yes _____ No _____

If yes, where? _____ and/or (circle those that apply):

- Eco-Friendly Hall (C-1)
- All Male Hall (C-2)
- All Female Hall (B-2)
- Substance Free Wellness Hall (E-2)
- 24 Hour Quiet Hall (F-3)
- First Year Experience Hall (A-2, D-2, F-2)

Special Interest Housing

All Female: The third floor of Residence Hall C houses only female students.

All Male: The first floor of Residence Hall C houses only male students.

Quiet Hours: Students requesting an environment with more stringent quiet hours beyond the regular policy should request the third floor of Residence Hall F. Quiet hours are observed 24 hours a day except for arts practice. Arts practice in rooms will be permitted only from noon to 8 p.m. on Fridays, Saturdays and Sundays.

Eco-Friendly Hall: Focuses on students who share a common "green" interest.

Substance Free Wellness Hall: Focuses on students who live a substance-free lifestyle.

First Year Experience Hall: The First Year Experience Hall offers students the option of sharing a floor with students of the same major. The live-in residence life staff also shares the same major of the students.

If applying for a position as a RM, do you have a partner preference? Yes _____ No _____

If yes, who? _____

(PLEASE NOTE: PREFERENCES WILL BE CONSIDERED, BUT ARE NOT GUARANTEED)

How many terms have you lived on campus (including this term)? _____

Major: _____

Cumulative GPA: _____

Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.) Yes _____ No _____ (If yes, explain fully on an additional sheet.)

WORK EXPERIENCE

Please list any part-time and full-time work experience below that would be helpful in evaluating your skills, abilities, and interests in relation to the Resident Assistant position (beginning with the most recent).

Position Title/Employer _____ Location _____

Pertinent Responsibilities _____

Position Title/Employer _____ Location _____

Pertinent Responsibilities _____

EXTRA CURRICULAR ACTIVITIES

Please list all extracurricular activities and organizations you are involved in as well as any leadership roles that you hold or honors you have received.

List any extracurricular activities you anticipate being involved in during the coming academic year, including any leadership positions you may be applying/running for.

SHORT ANSWER QUESTIONS (PLEASE TYPE and attach your answers on a separate sheet of paper. All questions should be answered in a fully developed paragraph.)

1. Describe how you would create an inclusive community.
2. What makes you stand out as a leader?
3. What strategies would you use in a small group meeting if there were divergent opinions or solutions proposed to solve a problem?

RECRUITMENT: Please tell us what was the most influential recruitment tool to your applying as an RA (chose one)

Flyers/Banners Faculty/Staff Nomination Friends Information Session
 I just really wanted to be an RA Current RA (please name) _____

PLEASE READ OVER THE FOLLOWING STATEMENTS AND SIGN BELOW.

I have read and understand the information in the RA/RM packet, including deadlines and dates for interviews and future trainings.
I understand that any falsification of information on this application may result in dismissal from the RA/RM Selection process.
I authorize the Residence Life Programs & Housing staff to verify my grade point average and my disciplinary record.

Signature _____ Date _____

- Please return your completed application to the Residence Life Programs & Housing Office **by 3:00 pm on January 20, 2012.** Late applications will not be accepted.
- If you have questions about the Staff Selection Process, please contact the College Life Coordinators at ext. 2910.

Date Rec'd _____

**REFERENCE FORM
(UNCSA Faculty)**

**Residence Life Office
University of North Carolina School of the Arts
Winston-Salem, NC 27127**

POSITION APPLYING FOR: _____

NAME OF CANDIDATE: _____

NAME OF REFERENCE: _____

I, () wish () do not wish to waive my right to view this letter of reference.

Candidate's Signature

The candidate above is applying for a Resident Assistant/Resident Manager position. A Resident Assistant/Resident Manager is assigned to a specific residence hall or apartment building. They are members of the Residence Life Staff. Their responsibilities include peer counseling, advising, programming, and enforcing NCSA policies. Resident Assistants have a working knowledge of the school, enabling them to mediate, assist, advise and be a liaison between students and members of the community.

Please elaborate on how you know this candidate (student, friend or employee) and their ability to handle responsibilities of the Resident Assistant position. Please include examples of their punctuality, attendance, participation and ability to relate to others.

This reference will become a permanent part of the candidate's application file which is made available to members of the Selection Committee and the professional staff in the Residence Life Office.

Signature _____ Date _____

PLEASE RETURN TO THE RESIDENCE LIFE OFFICE BY 3:00 PM ON JANUARY 20th

REFERENCE FORM
(Resident Assistant/Resident Manager)

NAME OF CANDIDATE: _____

NAME OF REFERENCE: _____

I, () wish () do not wish to waive my right to view this letter of reference.

Candidate's Signature

TO THE REFERENCE: We would appreciate your completing both the rating and statement sections below, evaluating the applicant's attitude and general suitability for employment as a Resident Assistant/Resident Manager. This evaluation will become a permanent part of the applicant's application file, which is made available to members of the Selection Committee and the professional staff in the Residence Life Office.

What is your relationship with the applicant? _____

Work Ethic:

Time Management:

Ability to Communicate:

Leadership Skills:

Role Model:

Adherence to policies and procedures:

Interaction with other residents:

STATEMENT: (Please elaborate on the above information and comment on any other appropriate qualities that you feel will help the committee in evaluating the applicant for the RA position.)

Signature _____ Date _____

PLEASE RETURN TO THE RESIDENCE LIFE OFFICE BEFORE 3 PM ON JANUARY 20th