RESIDENT ASSISTANT (RA)
Application Packet
2019-2020 Academic Year

General Description: The Resident Assistant (RA) position is a key student leadership component in the development and sustainability of constructive residential communities conducive to living and learning. RAs focus on enhancing the quality of the student experience in their assigned residential community, providing academic support, creating opportunities for student engagement in-and-out of the residential community, and being attentive to safety and security of residents. The position requires an individual who is flexible enough to assume a variety of roles as dictated by the changing needs of students. It is crucial that an individual be able to relate well to others and handle administrative responsibilities. The RA is more than just a friendly presence; they are a mentor and the crucial link in creating an environment in which students develop independence and learn to live cooperatively with others.

Resident Assistant Application Requirements
Applicants for the Resident Assistant position must meet the criteria below to be considered eligible for a position during the 2019-2020 Academic Year:

- Have a minimum semester GPA of 2.50 and a minimum cumulative GPA of 2.50. Must have completed a minimum of 30 credit hours by the time of employment.
- Be in good conduct standing (not on probationary status for conduct/disciplinary reasons).
- Submit a 2019-2020 Resident Assistant Application on or before January 25, 2019 at 5:00pm.
- Submit an online 2019-2020 housing application and pay the non-refundable $300 deposit on or before 11:59pm on March 31, 2019.
- Not have any other type of employment exceeding 20 hours a week (Practicum and internships must receive prior written approval).
- Be registered for a minimum of 15 credit hours per semester (Exceptions must be approved by the Associate Director for Residence Life and Academic Initiatives and the Executive Director for Housing and Residence Life).
- Participate in the RA Leadership Academy (All sessions are mandatory. Sessions will be held in March and April on Wednesdays from 6:00pm-8:30pm and Saturdays from 12:00pm-5:00pm.
- Be able to serve as a RA for the entire academic year.
- NOTE: Any Resident Assistant selected for Spartan Suites must be available to work during a portion of the winter break from December 8, 2019 to January 1, 2020. Each RA will work a total of 40 hours over the break – 20 hours per week. The Spartan Suites Resident Director will create that work schedule with input from the Resident Assistants.

Primary Duties and Responsibilities:

- Assisting the Resident Director and Graduate Assistant in the facilitation of the day-to-day operations, administrative responsibilities and community standards of an assigned residential community team.
- Engaging students through intentional co-curricular, educational, and social programming, meetings, one-on-ones, and positive interaction to promote community and enhance the overall student experience (including but not limited to assigned floor, residential community, departmental, and University-wide activities).
- Work 20 hours per week at the front desk although additional time may be required as essential personnel.
- Must have lived on campus for at least two semesters (any college campus).

Remuneration: RAs will receive a credit to their university account equal to the amount of their fees for Room and Board (RAs will receive the MP 14 meal plan for each semester employed – room rates vary by hall assignment). This compensation, in its entirety will be credited to the student’s university account at the beginning of each semester. Therefore, any RA who vacates their position during a semester, either voluntarily or involuntarily, will be assessed the remainder of their room and board fees for that semester. The amount of fees assessed to the student’s university account will be based on the Prorated Fees Schedule, as established by the University for the appropriate semester, according to the date the RA vacates the position.

Email is the primary method of communication at the University. Please be sure to provide contact information that is accurate and ensure you are checking methods of communication regularly. Should you have any questions, please contact our office by phone at (757) 823-8407, email housing@nsu.edu, or visit our office in the Student Services Center, Suite 308. Our hours of operation in the main office are Monday – Friday 8:00am – 5:00pm.
January 14  Application process begins. Please check your email or visit https://www.nsu.edu/residentiallife/join-our-team and click on the RA tab to receive a copy of the application.

January 15  Informational meeting for all interested RA applicants with the Residence Hall Directors @ 8:00pm in Midrise Honors Residential College (Junior Commons Room)

January 16  Informational meeting for all interested RA applicants with the Residence Hall Directors @ 6:30pm in Babbette Smith Hall LINK

January 17  Informational meeting for all interested RA applicants with the Residence Hall Directors @ 3:30pm in Student Services Center Room 309

January 25  Deadline. All application materials due in the Office of Housing & Residence Life before 5:00pm for ALL RA applicants (New and Returning). All applicants must sign up for an interview date in the Office of Housing & Residence Life when submitting their application. A confirmation email will be sent to all applicants who are eligible for the interview round of the selection process based on the requirements noted in this application.

January 29-February 7  Interviews with the Housing & Residence Life Recruitment Team.

February 9  Group Process Day Activities. 12:00pm-7:30pm. Candidates should dress in business-casual attire. While we want candidates to be comfortable, please keep in mind this is a component in the selection process.

March 20-April 17  2019-2020 RA Leadership Academy (All sessions are mandatory. Sessions will be held on Wednesdays from 6:00pm-8:30pm and Saturdays from 12:00pm-5:00pm).

April 18-23  RA Recruitment Team reviews all candidate packets.

May 10  Email communication sent to all applicants regarding selection decisions

May 22  Signed acceptance letters are due in the Office of Housing & Residence Life by 5:00pm

July 28-August 9  RA Training (MANDATORY)
January 4, 2019

Dear RA Applicant:

We are excited that you are exploring the opportunity to become a Resident Assistant! Our RAs serve as part of a team committed to creating supportive residential communities conducive to living and learning. Serving more than 3,000 students in nine residential communities, the RA role is the foundation of what we do in Housing & Residence Life. Whether building community, implementing study groups, hosting an array of events to satisfy virtually every interest, or creating opportunities for residents to interact with faculty outside the classroom, RAs make a significant impact to the lives of the students they serve on a daily basis. The enclosed packet of information is intended to provide insight into the RA role and our expectations.

The Office of Housing & Residence Life is looking for students who are passionate about impacting the lives of other students as we work to enhance the Spartan Residential Experience for all who choose to live on campus. RAs fill a number of roles ranging from friend to mediator, to resource to event planner, to role model; responsibilities which require a high level of time and commitment. Additionally, Resident Assistants are required to interact with a wide variety of individuals inside and outside our office and the University community. It is imperative that applicants understand the wide range of responsibilities and expectations of RAs. We welcome applications from candidates who are willing to commit to and rise to the challenges of the RA position.

The RA benefit package is competitive. RAs are role models who learn valuable skills in leadership, time management, stress management, multicultural competence, conflict resolution and mediation, customer service, and communication. Our RAs have found this position to be a rewarding job that provides a solid foundation for a successful life well beyond the college years. Additionally, because the position is well-known, respected, and revered across majors and employment fields, it enhances any resume. Some of the benefits of being a Resident Assistant includes a room and board scholarship package, exceptional leadership training, off-campus excursions, and other incentives. Furthermore, the reward of seeing your residents grow and transform into well-rounded Spartan leaders is priceless!

Please read the RA job description thoroughly to become fully acquainted with the expectations of the position and eligibility guidelines. If you feel you meet the qualifications, don’t hesitate – please apply. We would love to have you join our team! Behold!

Sincerely,

Dr. Fitz
Faith M. Fitzgerald, Ed.D.
Executive Director, Housing & Residence Life

Dr. H.
Marcus T. Harrison, Ed.D.
Associate Director for Residence Life and Academic Initiatives

Please retain this page for your records
Housing & Residence Life
Resident Assistant Application

In addition to the enclosed application, the following must be submitted for consideration:

- Cover Letter
- Resume
- Two Letters of Reference - (1) Graduate Assistant or Resident Director and (1) Professional Reference of Choice

Please type in all requested information. Handwritten applications will not be accepted.

☐ New RA Applicant  ☐ Re-applying RA Applicant

GENERAL INFORMATION

Name: ____________________________  NSU ID Number: ________________
Last                  Middle Initial                First

Gender: ☐ Female  ☐ Male  ☐ Non-Conforming  T-Shirt Size: ________________

Campus/Local Mailing Address: __________________ City: ___________ State: ___ Zip: ____

Permanent Mailing Address: check box if same as above ☐

Address: ___________________________ City: ___________________ State: ____ Zip: ___

Home Number: _______________  Cell Phone: _______________  Email: _______________@spartans.nsu.edu

Classification: ☐ Freshman  ☐ Sophomore  ☐ Junior  ☐ Senior  Major: ________________

Cumulative GPA: ________________  Anticipated Graduation Date: ________________

Community of Interest (check all that apply):

☐ First-Year  ☐ Second-Year  ☐ Upper-Classmen

Housing & Residence Life, considers candidate preference when filling vacant Resident Assistant positions, but the final hiring decision is based on need and candidate skill set.

STUDENT INVOLVEMENT EXPERIENCE

Due to the time commitment and demands of the RA position, RAs are expected to limit extracurricular activities. RAs are not permitted to serve in another major leadership role such as Student Government Association President, Editor of the Spartan Echo or serve as President of more than one student organization.

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<th>Organization/Activity</th>
<th>Leadership Position</th>
<th>Hours per Week</th>
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ACKNOWLEDGEMENT

My signature below acknowledges that the aforementioned information that has been completed is honest and accurate. In applying to be a Resident Assistant within Housing & Residence Life, I understand that in order to be considered or to continue employment, I must maintain a semester and cumulative GPA of 2.5 each semester, register for 15 credit hours and not be or become involved in disciplinary matters, which result in unfavorable sanction(s) being rendered.

________________________  ____________________
Signature                  Date
ESSAY QUESTIONS (NEW APPLICANTS)

Please submit a single-spaced, typewritten response to each of the questions below.

1. What characteristics do you feel make you an ideal candidate for a RA position?

2. What role has the Spartan Residential Experience played in your overall NSU student experience thus far? What are some of the programs or activities you participated in within your residential community which impacted your sense of community or acceptance of others?

3. What aspects of the RA position seem most beneficial in your growth as a student leader?

4. What aspects of the RA position seem most challenging to you?

5. What was the name of your RA? What observations did you make about his/her execution of the position?

6. What factors influenced your decision to apply for an RA position?

7. What are some challenges residential students face at NSU? What ways can you help proactively engage students in change to enhance their experience?

Re-Applying RA Applicants Only

Current RAs re-applying for an RA position for the 2019-2020 school year must submit the RA Application Packet ONLY by 5:00pm January 25, 2019, along with typed responses to the essay questions below.

ESSAY QUESTIONS (RETURNING APPLICANTS)

Please submit a single-spaced, typewritten response to each of the questions below.

1. What characteristics do you feel make you an ideal candidate to return to the RA position?

2. What aspects of the RA position have benefited you most in your role as a Housing and Residence Life student leader?

3. What aspects of the RA position have been the most challenging to you? Why? How did you overcome that challenge?

4. How would you describe your floor community? Please discuss the pulse and energy of your floor, as well as the community that has been developed. Include in your response specific statements regarding some of your floor’s residents.

5. What factors influenced your decision to re-apply for an RA position?

6. Have there been any job-related issues pertaining to your performance as an RA for which your supervisor has met with you and provided follow-up documentation (e.g. late or missed front desk shift, failure to complete programs, etc.)? If so, please explain those issues addressed and the steps you have taken to rectify those matters.
Applicant Name: ____________________________

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, P.L. 93-380 (as amended), with specific reference to Section 438 (a) (1) (B) and Subtitle A, sections 99.7, 99.11, and 99.12.

☐ I do waive my right of access to and review of this letter of reference I am requesting.

☐ I do not waive my right of access to and review of this letter of reference I am requesting.

To the respondent: Housing & Residence Life is seeking a diverse group of individuals who possess a variety of talents and abilities. The position of Resident Assistant involves creating and promoting a sense of community, modeling residential community values and enforcing community standards, student engagement through educational and social programming, administrative tasks, and leadership. RAs must use strong communication and time-management skills to perform these functions while balancing academics, professional duties, and social aspects of their life.

Reference Name: ___________________________________________ Title: ____________________________

Phone Number: ___________________________________________ Email: ____________________________

Relationship to Applicant: ____________________________ Length of Time Known: ____________________________

How well do you know the Applicant? _____ Very well _____ Moderately _____ Casually

The candidate is applying for a Resident Assistant position at Norfolk State University. The core function of the RA is advising students within an assigned residential community. RAs also share responsibility for coordinating programs of interest to students, fostering community, and helping to build a positive, safe and inclusive environment conducive to living and learning. Additionally, RAs must be able to respond to student needs in emergency situations, etc. and display the values of an Ideal Spartan at all times.

In assessing the candidate’s potential for the Resident Assistant position, please use the following scale:

4 = Excellence 3 = Good 2 = Average/Developing 1 = Needs Improvement  X = Unknown

_____ Communication Skills  _____ Empathy/Compassion

_____ Open to Feedback  _____ Organization/Time Management

_____ Leadership Ability  _____ Willingness to Learn

_____ Listening Skills  _____ Creativity

_____ Openness to Diversity  _____ Relates Well with Diverse People/Personalities

Recommendation to Selection Committee:
☐ Highly Recommend  ☐ Recommend, with Some Reservations  ☐ Do Not Recommend

Signature: ____________________________ Date: ____________________________

Upon completion, please mail, fax, or email the completed form to our office to be included in the applicant’s packet.

Office Use Only:  Date Received ____________  By Whom __________________

____ Completed Application  ____ Reference Form #1  ____ Reference Form #2

Student Conduct Clearance_________ Semester GPA ____________  Cumulative GPA ____________
Applicant Name: ____________________________________________________________

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____ Completed Application  ____ Letter of Reference #1  ____ Letter of Reference #2

Student Conduct Clearance ______  Semester GPA ____________  Cumulative GPA ____________