

Make a Difference…Be an RA!

2017-2018
UVa- Wise Resident Advisor Application

*Applications are due by* ***4:30pm Monday, January 16, 2017*** *to the
Office of Housing & Residence Life, Lower Level Cantrell Hall*



Make a Difference…Be an RA!

November 14, 2016

Dear RA Applicant,

I would like to congratulate and thank you for your interest in becoming a Resident Advisor for the 2017-2018 academic year. I believe the RA position is the premiere student leadership position on campus. The position equips individuals with skills and experiences that will reap a lifetime of benefits. Through this rewarding experience you will have the opportunity to be labeled a role model, resource, community builder, counselor, mediator, advisor, administrator, facilitator, and mentor — just to name a few.

Please read this application packet thoroughly so that you may become familiar with the job description and application timeline. This information will provide further proof of the exciting opportunities that being an RA presents. Although the position requires a great amount of time and energy, most people who have been an RA will tell you that they got just as much out of the position as they put in. I encourage you to talk to your RA and learn more about the position from someone who is currently serving in that capacity.

Imagine a job where your responsibility is to spend your time investing in the lives of fellow college students and helping them traverse their college years. Imagine a job where you team up with a group of your peers to accomplish the same goals for the residential communities at UVa-Wise. Imagine a job where you can develop life skills and experience professional development without even leaving the confines of your floor (or those fuzzy pink slippers you like to wear!). Well, you’ve found it here! You are just steps away from beginning a journey that will be challenging, yet rewarding; demanding, yet worth it; time consuming, but life-changing. **It’s your time to make a difference!**

If you have any questions, feel free to contact me at 276-328-0215 or by e-mail at

tbarcus@uvawise.edu. I thank you again for your interest in joining the Residence Life team and I wish you the best as you go through the process.

Sincerely,

Tracy Barcus

Assistant Director of Residence Life



Important Dates

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| --- | --- |
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| **Monday, January 16** | **RA Applications Due by 4:30pm in HRL Office** *Return completed application packet to the Office of Housing & Residence Life located on the lower level of Cantrell Hall. Schedule a time for your RA Interview when you turn in your completed application.*  |
|  |  |
| **Sunday, January 22** | **RA Group Interviews***All candidates are expected to participate in the RA Group interviews in the Dogwood room of the Slemp Center from 1pm-5pm* |
| **January 25- February 8** | **RA Interviews***Candidates offered an interview will have an individual interview scheduled at a selected time January 25-February 8.*  |
|  **February 15**  | **RA Selection Letters Mailed***RA selection letters will be mailed out to* *campus mailboxes.*  |

**Position Requirements:**

Be at least a second year student by August 2017
Maintain a cumulative GPA of at least 2.5
Be in good student conduct and academic standing with the College
Willing to serve as a role model to other students

 **Questions?***Please contact Tracy Barcus, Assistant Director of Residence Life, at 276-328-0215 or* *tbarcus@uvawise.edu**. You can also stop by the Office of Housing & Residence Life for assistance.*

EXPECTATIONS, RESPONSIBILITIES & BENEFITS

Resident Advisors (RAs) are student employees reporting directly to the respective Community Coordinator for the residential community to which they are assigned. The RA’s primary responsibility is to assist residential students in realizing opportunities for self-development through group living in the residence halls at The University of Virginia’s College at Wise. Fundamental to the position is the concept that role model staff members are the closest and most vital link with residents. The RA is assigned responsibilities that encompass both student personnel services and general administrative functions.

**Expectations & Responsibilities**

**Academics—**Possess a 2.5 cumulative GPA when hired, and maintain a 2.5 GPA per semester. Should the semester GPA fall below a 2.5, the RA has the next semester (probationary) to raise the GPA to a 2.5. Should the GPA remain below 2.5 after the probationary semester, the RA’s contract may be terminated.

**Administrative Tasks—**Maintain records concerning room and key inventory and damages for student rooms. Assist in student room check in and check out procedures. Submit communication reports regarding incidents and policy violations and submit work orders on a daily basis for needs that your residents may have.

**Communication**—Develop a working relationship with your residents, fellow RAs, Community Coordinators, the Assistant Director of Residence Life and the Director of Residence Life, as well as with other residential students and your Residence Hall Association (RHA) representative.

**Community Development**—Help students adjust to roommate(s), floor-mate(s), residence hall living and the college community. Be available to facilitate mediations between roommate(s), suitemate(s), and floor mate(s)—know limitations and make referrals when appropriate.

**Duty Responsibility/Availability**—Share responsibility for duty nights and hall security. RAs serve on duty (7pm-midnight) and on call (midnight-8am) approximately 1 night a week and approximately 2-3 weekends per semester. While on duty and on call, RAs are able to do homework, watch tv, read, play video games, sleep, etc. as long as you are reachable by your room phone. RAs are expected to assist in hall matters when needed, to perform tasks assigned by their supervisor, and to assist with crisis situations.

**Emergency situations—**Assist in maintaining order in emergency situations, including assisting with monthly fire drills.

**Ethics—**Maintain a high level of ethical standards both on and off duty.

**Hall/Room Assignment—**RA staff will be placed to provide the best housing program possible for our residents. The capabilities, personality, and interests of each RA will be taken into consideration when specific assignments are made. RA hall assignments and placement are for an entire academic year. It should be noted that the Director of Residence Life can re-assign when/if necessary.

**Meetings—**Attend and participate in a weekly 1 hour staff meeting and a weekly half hour 1- on-1 meeting with your supervisor. Attend all other called residence life staff meetings/trainings.

**Mentor--**Become acquainted with each resident as soon as possible.

**Programming**—Facilitate a variety of programs (at least 8-10 per semester) both individually and in cooperation with others (RAs, RHA, campus police, etc.). RAs are required to plan and implement programs and bulletin boards monthly, to meet the development needs of his/her residents. Floor meetings involving a team building activity should be planned for each month. In addition, RAs create door decorations at the beginning of each semester.

**Professionalism**—Maintain a professional attitude and manner while employed as a RA.

**Policies**—Know, understand, and effectively communicate the rationale for college and residence hall policies and procedures.

**Training**—Required to participate in fall and spring training and any in-service sessions.

**Compensation**

All Resident Advisors receive a $290 stipend every two weeks ($145 per week). In addition, all Resident Advisors receive half off of his/her meal plan (based on the default meal plan for residential students). Resident Advisors are eligible for private rooms at no charge providing space allows.

Second year returning RAs (RAs in their 3rd or 4th semester of service) receive 5% off their housing costs. Third year returners and higher (RAs in their 5th semester of service or more) receive 10% off their housing costs.

Other benefits of being a Resident Advisor include free residence life t-shirts and sweatshirts, the ability to move in to your room before other students, leadership development opportunities and an opportunity to grow as a student leader!

**Be Ahead of the Game!**

Students needing help with developing a resume, cover letter, or improving their interview skills can schedule an appointment with Professional & Career Services. Contact Neva Bryan at njd8r@uvawise.edu to schedule an appointment for assistance with your RA application process!

2017-2018 RESIDENT ADVISOR APPLICATION

**IMPORTANT APPLICATION INFORMATION**

* Carefully read the entire RA application packet, including the position description and application process.
* Your Completed RA Application Should Include the following:
	+ Resident Advisor Application
	+ Cover Letter displaying your interest in the RA position
	+ Resume outlining your work and leadership experiences
	+ Ask the following individuals to complete and submit a reference form to the Office of Housing & Residence Life by 4:30 pm on Monday, January 16, 2017:
		- 1 form completed by your current resident advisor
		- 1 form completed by a faculty/staff member at UVA-Wise
* Completed applications should be returned to the Office of Housing and Residence Life located on the first floor of the Cantrell building by **4:30 pm on Monday, January 16, 2017.**

**PERSONAL INFORMATION**

Name:       Date:

Campus Box:       Current Residence Hall & Room #:

Cell Phone #      Campus Email

Permanent Address

Number of terms lived in UVA-Wise Housing

Will you be available the entire academic year? Yes[ ]  No[ ]

Do you have any previous commitments that will prevent you from attending the RA seminars or the RA training prior to the start of the 2017-2018 academic year?

Do you plan on student teaching, interning or studying abroad next year? Yes[ ]  No [ ]

List all of the extra-curricular activities or clubs you are currently involved with:

What collegiate athletic teams, if any are you involved with?

List current on campus and off campus employment:

Number of hours you work per week:

Have you ever been convicted of a child abuse or sexual abuse offense? Yes [ ] No [ ]

If yes, please explain:

Have you ever been convicted of a felony or misdemeanor? Yes [ ]  No [ ]

If yes, please explain:

Have you previously worked as an RA somewhere else? Yes [ ]  No [ ]

If yes, please explain:

Are you able to perform the duties of this position, with or without accommodations?

 Yes [ ]  No [ ]
if no, please explain:

Do you have any experience working with developmentally or physically disabled persons?

Yes [ ]  No [ ]

If yes, please explain:

Please rank your building assignment in order of preference (1 – most preferred, 7 – least preferred). We will do our best to honor your preferences; however, we will make decision based on the needs of the Office of Housing and Residence Life:

McCrary       Commonwealth       Culbertson       Thompson

Martha Randolph       Asbury       Henson

**EDUCATION INFORMATION**

Current Class Standing (check one): FR [ ]  SO[ ]  JR[ ]  SR[ ]  Expected Graduation Year:

Major:       Minor:       Cumulative GPA:

**ESSAY QUESTIONS**

Please answer the following questions.

1. Why do you want to be an RA at UVA-Wise?
2. If you are hired as an RA how would you engage and get to know your residents?
3. If you could plan and host one residential program, what would it be?
4. Describe what you do to manage your time and meet deadlines.
5. Describe a time when you had to deal with a “difficult” person and how you handled it.
6. Do you feel that RAs should be held to more accountable than other students who are not RAs? Why or Why not?
7. What kind of experiences have you had working or being with others with different backgrounds than your own?

**REFERENCE INFORMATION**

List two references who will be submitting the attached letter of reference forms on your behalf:

Name      Address      Phone Number      Email

Name      Address      Phone Number      Email

**SIGNATURE**

I certify that I have read the RA job description and understand the responsibilities of the Resident Advisor position for which I am applying. I authorize the University of Virginia’s College at Wise to share the information from this application with members of the Residence Life team during the RA selection and evaluation process. My signature certifies that the information contained within is true and correct to the best of my knowledge and that all statements provided herein are my own. I understand that my signature below authorizes the Office of Housing & Residence Life to review my student conduct and academic record.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_

**REMEMBER!**

* Attach resume & cover letter to this Application
* Follow up with your references to ensure reference forms are submitted
* Return completed applications to the Office of Housing & Residence Life by **4:30 pm on Monday, January 16, 2017**. Incomplete applications will not be reviewed.

**\*\*For Office Use Only\*\***

**\*\*For Office Use Only\*\***

**Cumulative GPA:\_\_\_\_\_\_\_\_ Sem. Hrs.:\_\_\_\_\_\_\_\_ Student Conduct:\_\_\_\_\_\_\_ Academic Standing:\_\_\_\_\_\_
COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

2017-2018 LETTER OF REFERENCE FORM
Resident Advisor Position
*(this form to be completed by your current RA)*

**\*\*\*This section to be completed by the RA Candidate. Please print. \*\*\***

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I *waive* *retain my right of access to this letter.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (circle one)*  Candidate’s Signature Date

**REFERENCE INFORMATION**

The candidate listed above has applied for a Resident Advisor position with the Office of Housing & Residence Life at The University of Virginia’s College at Wise.

How long have you known the candidate? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How well do you know this candidate? (Circle one) well somewhat none at all

**Circle the number that most reflects your observation: (5=excellent, 1=poor, N/A=no basis for opinion)**

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| **Ability to Develop Rapport** |  |  |  |  |  |  |  |
|  Seeks people out Well known on floor/hall Interacts often | **5** | **4** | **3** | **2** | **1** | **N/A** | Knows only a few people on floor/hallNot well known on floor/hallSeldom interacts |
| **Sensitivity to Others** |  |  |  |  |  |  |  |
|  Aware of others’ needs Listens attentively | **5** | **4** | **3** | **2** | **1** | **N/A** | Disregards others’ needs, feelingsPoor listener |
| **Involvement with Hall Activities** |  |  |  |  |  |  |  |
|  Very involved, attends frequently Helped sponsor an activity | **5** | **4** | **3** | **2** | **1** | **N/A** | Never attends/participates in activitiesHas not sponsored an activity |
| **Policies** |  |  |  |  |  |  |  |
|  Understands, accepts, supports Constructively discusses rationale | **5** | **4** | **3** | **2** | **1** | **N/A** | Rejects, manipulates rationaleViolates |
| **Commitment/Interest in Position** |  |  |  |  |  |  |  |
|  High interest, strong motivation | **5** | **4** | **3** | **2** | **1** | **N/A** | Low interest, limited motivation |
| **Potential Leadership Ability** |  |  |  |  |  |  |  |
|  Demonstrates effective leadership ability | **5** | **4** | **3** | **2** | **1** | **N/A** | Does not demonstrate effective leadership ability |

**Circle the number that most reflects your observation: (5=excellent, 1=poor, N/A=no basis for opinion)**

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| Ability to accept different values and lifestyles of others | **5** | **4** | **3** | **2** | **1** | **N/A** |
| Ability to communicate effectively, good self-expression | **5** | **4** | **3** | **2** | **1** | **N/A** |
| Reliable, conscientious, committed, shows initiative | **5** | **4** | **3** | **2** | **1** | **N/A** |
| Effectiveness in working with others, respects others’ views | **5** | **4** | **3** | **2** | **1** | **N/A** |
| Rate overall capability to fulfill RA duties | **5** | **4** | **3** | **2** | **1** | **N/A** |

**COMMENTS**
Please comment on the candidate’s ability to successfully fulfill the responsibilities required of a Resident Advisor (attach additional paper if necessary):

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**SIGNATURE**

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Telephone (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this completed letter of reference by Monday, January 16, 2017 to:

Tracy Barcus, Assistant Director of Residence Life
The University of Virginia’s College at Wise
1 College Avenue, Wise, VA 24293

2017-2018 LETTER OF REFERENCE FORM
Resident Advisor Position
*(this form to be completed by faculty/staff member & personal reference)*

**\*\*\*This section to be completed by the RA Candidate. Please print. \*\*\***

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I *waive* *retain my right of access to this letter.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (circle one)*  Candidate’s Signature Date

**POSITION DESCRIPTION**

The Resident Advisor (RA) is responsible for a floor or hall with 20-30 residents. The RA helps to develop a community which is requisite to the personal growth and academic achievement of residents. Primary responsibilities include assisting and advising residents, creating programs, completing duty nights, enforcing policy and assisting with the administrative functions of the hall. Most of all, an RA is expected to be a person who is genuinely concerned for the well-being of others and possesses strong communication and interpersonal skills.

**REFERENCE INFORMATION**

The candidate listed above has applied for a Resident Advisor position with the Office of Housing & Residence Life at The University of Virginia’s College at Wise.

How long have you known the candidate? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How well do you know this candidate? (Circle one) well somewhat none at all

**Circle the number that most reflects your observation: (5=excellent, 1=poor, N/A=no basis for opinion)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ability to accept different values and lifestyles of others | **5** | **4** | **3** | **2** | **1** | **N/A** |
| Ability to accept and integrate new ideas | **5** | **4** | **3** | **2** | **1** | **N/A** |
| Ability to communicate effectively, good self-expression | **5** | **4** | **3** | **2** | **1** | **N/A** |
| Reliable, conscientious, committed, shows initiative | **5** | **4** | **3** | **2** | **1** | **N/A** |
| Effectiveness in working with others, respects others’ views | **5** | **4** | **3** | **2** | **1** | **N/A** |
| Demonstrates a positive attitude and constructive approach | **5** | **4** | **3** | **2** | **1** | **N/A** |
| Aware of own limits, strengths, and weaknesses | **5** | **4** | **3** | **2** | **1** | **N/A** |
| Overall capability to fulfill RA duties | **5** | **4** | **3** | **2** | **1** | **N/A** |

*\*\*continued on back\*\**

**COMMENTS**
Please comment on the candidate’s ability to successfully fulfill the responsibilities required of a Resident Advisor (attach additional paper if necessary):

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**SIGNATURE**

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Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this completed letter of reference by Monday, January 16, 2017 to:

Tracy Barcus, Assistant Director of Residence Life
The University of Virginia’s College at Wise
1 College Avenue, Wise, VA 24293