Dear Prospective Resident Assistant,

Welcome to the 2016-2017 Resident Assistant application process. The RA position is an important and valued part of Benedictine College. We are glad you are considering applying for the position.

Take the time to read through this packet, which includes the application process, important dates to remember, and RA job description.

Applications and resume need to be completed by Tuesday, February 16th by 11:59 PM at www.benedictine.edu/ra-information. Reference forms need to be completed by Friday, February 19th by 5:00 PM at www.benedictine.edu/ra-information. Applications and reference forms are available online at www.benedictine.edu/ra-information. If you have any further questions, please email apply4bcra@benedictine.edu.

We appreciate your desire to serve your fellow Ravens through the Residence Life program. Good luck!

Sincerely,

RA Hiring Committee
**Application Process**

1. All applicants are required to attend the Benedictine College Leadership Seminar, which is a four part series. The seminar is required for anyone who wishes to serve in any leadership position on campus. If you have attended the Benedictine College Leadership Seminar in previous years, then you are not required to attend this year. If you have a scheduling conflict, then email apply4bcra@benedictine.edu.

2. Complete the RA application which may be obtained at www.benedictine.edu/ra-information. If you are a current RA then select the “Returning RA Application.” All other applicants should complete the “First Year RA Application.” If you have any questions email apply4bcra@benedictine.edu. Applications are due no later than Tuesday, February 16th at 11:59 PM.

3. Email your resume to apply4bcra@benedictine.edu. Please write “Last name, First name - Resume” on the subject line. Resumes are due no later than Tuesday, February 16th at 11:59 PM.

4. With the exception of current RAs, you must find two *faculty or staff members and one current RA from your hall to complete your reference forms. The reference forms can be located at www.benedictine.edu/ra-information under “Reference Form.” Email the link to your two faculty or staff members and RA to complete. Notify your references that the completed reference forms must be submitted by Friday, February 19th at 5:00 PM. *Faculty or staff may include FOCUS or SPO missionaries.

5. Interview sign-ups will be available February 2nd – 16th. Both returning RAs and first year applicants must interview. Sign up for an interview time online at www.benedictine.edu/ra-information. If you have any questions please address them to apply4bcra@benedictine.edu.

**Important Dates**

- Feb. 2 – Application available
- Feb. 16 – Application and resume are due by 11:59 PM
- Feb. 19 – References due by 5:00 PM
- Feb. 22-23 – Returning RA interviews
- Feb. 24 – Interviews for study abroad applicants
- Feb. 24, 25, 26, 29 & Mar. 1 – First year applicant interviews
Resident Assistant Job Description
2016 - 2017

Title: Resident Assistant

Reports to: Residence Director and the Student Life Office

Mission: Resident Assistants are key figures in BC's residence life program. The RA's mission is to develop educated persons through life in community by focusing on four themes: Liberal Arts, Catholic, Benedictine, and Residential. These pillars foster the student's discovery of his or her Christian vocation.

Requirements: Full-time student at Benedictine College with sophomore, junior, or senior standing and a minimum 2.0 CGPA. Applicants should be self-starters who have the ability to communicate effectively, the motivation to create community, a high personal ethic that leads by example, the character to serve peer groups, and the desire to live out the college's mission with a professional team. Applicants must complete the Benedictine College Leadership Seminar, write a letter of application, submit a resume, and receive three references, two from faculty and/or staff, and one from the applicant's current RA. Students on disciplinary probation are not eligible to apply.

Responsibilities: The Resident Assistant cultivates the community within the residence halls, encourages the personal growth of the individual residents, and ensures the safety, security and management of the physical building. Responsibilities include assisting the Residence Director in the supervision of undergraduate residents. Promote activity in accordance with the policies of the college as published in the Student Handbook, the Residence Life Handbook, the Benedictine College Catalog, and other official college documents. Avoid enterprise and activity that may, in the judgment of the college, interfere with the faithful, adequate and proper performance of your duties.

Essential Duties:

1. Complete fall training
2. Reside in a hall, especially during overnight hours
3. Spend time and develop a relationship with the residents
4. Foster friendships that support Catholic Christian values
5. Create and implement programming aimed at developing community, fostering friendship, and encouraging personal growth
6. Act according to the highest standards of moral and ethical behavior
7. Foster a residential environment conducive to academic excellent
8. Floor meetings, social activities, weekly staff meetings
9. Provide initial emergency support for residents
10. Promote residence hall events
11. On-Call from 7:30 p.m. to 7:30 a.m. on rotating basis
12. Office hours from 7:30 p.m. to 2:30 a.m., make rounds regularly
13. Be available to work on key weekends (TBA)
14. Be comfortable with supervision, policy enforcement, and conflict resolution
15. Participate in Orientation, Homecoming, Room Draw and other College Sponsored Events
16. Manage room check-ins, check-outs, and complete room condition and inventory reports

The Role of the Resident Assistant

Although the operation of the college residence halls is a responsibility of college officials and staff, it is primarily the RAs and Directors who establish the atmosphere for the residence hall. The RAs play a leading role in establishing the desired pleasant environment noted by the productive character of the group and the welfare of the individuals within it by establishment of a model of maturity, sound judgment and scholarship.

The RAs not only set examples for behavior, but also have an overriding responsibility to guide others in growth toward maturity. They help to enforce the regulations that govern their college community.

It is the RAs who, more than anyone else, are in a position to promote, establish and maintain the desirable balance in harmonious hall community living and the well-being of every student. It is their duty to protect both the rights of the group and of the individual.
Application Questions

The following are questions that will be found on the first-year RA Application.

Short Answer

- Are you comfortable serving residents who are senior to you?
- Are you comfortable serving freshman residents?
- What residence halls have you lived in?
- Are you currently on disciplinary or academic probation?
- Identify all activities in which you plan to or may possibly be involved during the 2016-2017 academic year. Be sure to include hours per week for each activity each semester (varsity sport, student teaching, internships, academic credit hours, clubs, etc.).
- Explain the personal traits, characteristics and skills you pose which are applicable to the RA position.
- Indicate your preferred residence hall assignment if you are hired as an RA next year and give a brief explanation of why. It is important to note that the hiring committee will try to honor all preferences, but ultimately consider your application to be for an RA position on-campus. (List three preferences)

Essay Question

- What do you hope to achieve/accomplish as a Resident Assistant?

Program Proposal

- Identify a need you have seen at Benedictine College and develop a creative program proposal that addresses that need. The proposal should include:
  - Program title
  - Addressed need (social, spiritual, emotional, educational, service, etc.)
  - Description of program (target audience, time of year, potential outcomes, etc.)
  - Advertising plan (who, what, why, when, where, how much). You may choose to give a detailed description of your plan in the space provided below and/or design an advertisement and attach it to your application as a separate document.
  - Resources utilized (Security, Aramark, A/V equipment, custodial, guest speakers, etc.)
  - Estimated budget
  - How you will evaluate the success of your program