

RA Info Packet

Resident Assistant Recruitment

2015-2016

About the Position

RAs at NDSU make a commitment to the students, hall director, department, and university. The position reports directly to the hall director. Primarily, the staff is asked to support the philosophy and objectives of the Department of Residence Life and Division of Student Affairs (see above). RAs play a vital role in creating a positive living-learning environment. Teamwork and collaboration are major components of the RA position. As role models, all staff must abide by University policies.

RAs work an average of 20 hours per week. Responsibilities cover a number of areas including: community development, educational programming, safety and security, upholding policy, one-on-one relationships with students, administrative tasks, and customer service. This can be a demanding position, as you are never really “off” as an RA. However, personal balance and time away from the hall is encouraged.

Minimum Qualifications: To be met by start date of employment

- Completed a minimum of 24 credits
- Have lived on campus for at least two semester
- Earned a minimum semester and cumulative GPA of 2.5

Preferred Qualifications:

The RA position requires maturity, commitment, self-discipline, and the desire to serve other students. With training, candidates should have the ability to:

- Work effectively and cooperatively with a diverse range of individuals and groups
- Respect and value the diverse contributions of all University community members
- Utilize well-developed interpersonal communication skills
- Display effective leadership skills
- Engage in effective decision-making
- Approach peers in a fair and effective manner when misconduct occurs
- Acknowledge and uphold professional standards, integrity, and ethics

Resident Assistant Interview and Selection Timeline

Information Sessions – Oct 27, Oct 28, Oct 29, Oct 30, and Dec 3

During these sessions you will meet current staff to learn more about the position and determine if becoming a resident assistant is a good fit for you.

Priority Application Deadline – December 12

Applications are due by 12:00pm. Complete applications on eRezLife. You will have the opportunity to be selected for a spring RA opening if you meet the minimum requirements for RA Position. You will be prompted to set up an interview.

Application Deadline –Application Close January 14

Applications are due by 12:00pm. Complete applications on eRezLife. You will be prompted to schedule a Individual Interview upon completing your application.

Individual Interviews – January 20-23

Each candidate will meet with two to three current staff members for a traditional interview. Interviews will last approximately ½ hour, and will allow time for candidates to ask questions. Group interviews will be scheduled at this time.

Group Interviews – January 26, 27, 28 from 6-7:30 PM or 7:30 - 9 PM

Each candidate will get the chance to interact with other RA candidates by participating in various activities throughout the evening. This interview will last approximately 1½ hours and will be observed by current RAs and the hall directors.

Decision Letters Sent – February 13

Candidates will receive decision letters via email. Those who are offered RA positions or placed in the candidate pool will be asked to accept no later than 5:00pm on Friday, February 20.

Staff Orientation– March 25 at 7 PM – 9 PM

All staff for the 2015-2016 academic year are asked to participate in Orientation. It will be an opportunity for staff members to begin to know each other and to review and sign their Staff Working Agreements. There will be a task that needs to be completed after attending.

RA Fall Training – August 12-21

All RAs are expected to come back to campus early for staff training and preparation of the residence halls. The training will consist of all staff activities and individual staff training.

Residence Hall Opening – August 22-24

All RAs are expected to be available to help facilitate the opening of halls and resident check-in.

What You Will Gain

Experience

- Leadership, teamwork, mentoring
- Training on topics such as diversity, community development, organization, etc.
- Peer confrontation, assertiveness, mediation skills
- Organization and time management experience

Compensation

- Minimum compensation will cover Room and Meal Plan
**Note: All RAs are required to have a residence hall contract on file and a meal plan. LLC and Niskanen staff members have an option to purchase a block of meals.*

Other Benefits

- Stronger connections with students, staff, and faculty
- Life-long friendships
- Transferrable skills for any future profession
- Ability to impact peers

What Is Expected Of Resident Assistants

Commitment to Students

- Know all of the students on your floor as soon as possible
- Be aware of their needs and problems and generally aid in their experience at NDSU
- Show interest and concern for each student

- Develop relationships in such a way that students feel comfortable asking for help
- Provide exemplary customer service

Commitment to Hall Director

The hall director will expect the RAs to:

- Assess student needs and find effective ways to meet those needs
- Provide regular feedback regarding the students on your floor
- Address and report student problems, unusual behavior, and facility concerns
- Use a team approach to serving students

Job Activities

- The position will take an average of 20 hours per week
- RAs have a rotating work schedule for weekday and weekend duty hours
- When on duty, RAs must:
 - Work the front desk during office hours (6-9pm)
 - Conduct rounds
 - Be available at all times in the hall
- Attend weekly hall staff meetings
- Complete ongoing training
- Intentional interaction with residents and floor community
- Hold residents accountable to all policies in a fair and objective manner
- Mail distribution
- Prior to each recess period, all staff stay until the halls close and all work is completed
- Time should be set aside each week for planning, implementing, and evaluating activities

Outside Commitments

Staff is expected to give this job priority over all other areas with the exception of academics. Other large time commitments may interfere with an RAs ability to perform adequately.

- Part-time job commitments are not allowed during 1st semester
- Extra-curricular commitments are limited to 10 hours (including potential part time work) a week and must be approved
- RAs must carry a minimum of 12 credits, but may carry no more than 18 credits without prior consultation with the hall director
- If, in the judgment of the hall director, an RA's outside commitments affect his/her performance, the RA will need to make a choice between the activity and the RA position

Time Off

- Four nights away from the building per month as approved by the hall director
- Be in the building by 3:00am each night unless approved by the hall director

Things To Consider For A Resident Assistant

Employment Commitment

The RA position entails a commitment for the entire 2015-2016 academic year. The dates of employment are August 12, 2015 to May 14, 2016. These dates include times for training, hall openings, and hall closings.

Financial Aid

Employment may affect financial aid for some RAs. Interested applicants are encouraged to check with the Student Financial Services Office to see how this may affect financial aid awards.

Hall Preferences

Hall directors strive to hire a staff that will work well as a team. Therefore, it is not possible to accommodate hall requests. If candidates are offered a position in a particular hall and decline, they will be removed from the selection process. RAs with one year of experience may request hall transfers. Returning RAs may be relocated based on staffing needs.

Learning Communities

There are numerous floors in the residence halls with academic or programmatic specialties. Academic Communities include Health Sciences, Engineering, Arts Humanities and Social Sciences, Human Development and Education and Business. The Wellness floors require substance free living and the pursuit of holistic wellness. The TIES community (Transfer, International and Exchange Students) serves the needs of students who are not freshmen, but are new to NDSU. Please indicate on the application if you are open to serving in a learning community.

Candidate Pool

Each year, qualified candidate numbers exceed the number of available positions. Qualified candidates who are not immediately offered a position are placed into the "RA candidate pool". After the initial hiring process, positions often become available for a variety of reasons, and are offered to candidates from the pool. While not guaranteed, most pool candidates in recent years have received an offer. If not immediately selected, qualified applicant files remain active until the beginning of the next process.

Selection Process Tips

- Talk to current RAs and hall directors before the process to gain a good understanding of the position.
- Think about your past experiences and how they may relate to the position.
- Be yourself! Tell us what you think, not what you think we want to hear.
- Practice. Think about possible questions and how you might answer.
- Know your strengths and skills and how you will communicate them.
- Be on time for all appointments. Arrive early so you have time to relax and prepare.
- Prepare questions you would like to ask.
- Make an appropriate appearance.
- Speak confidently during all sessions. We are looking for honest and sincere answers

*****PLEASE REMEMBER*****

Interviews are an opportunity to tell us why you should be hired for this position! Impressions are important, so present yourself in a positive manner. Business-casual dress is required for all interviews. Plan to show up 10 minutes before your interview.

NDSU is an Equal Opportunity Employer

North Dakota State University is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws and including appropriate affirmative action efforts, for all individuals without regard to race, color, national origin, religion, sex, disability, age, Veterans status, sexual orientation, gender identity, status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.

For more information about the Department of Residence Life, a complete job description, or an application, visit our website: www.ndsu.edu/reslife.