



**Lead The Herd!**  
**Resident Assistant Recruitment**  
**2013-2014**

Dear Candidate,

Thank you for your interest in the Resident Assistant (RA) position with the Department of Residence Life. Resident Assistants play a vital role in our department. The day to day interaction you will have with students can be the most significant contact they experience while being a student at NDSU. You truly can make a difference in their lives!

This position will also make a difference in your life. You will have the opportunity to challenge yourself in new ways, develop skills that you will use throughout your lifetime, and build new relationships with a wide array of people you may otherwise never meet!

Our selection process is designed to help you discover if this position is right for you, and to help us determine your readiness and fit with our department at this time. Please take time to review this packet before you apply. Included is a description of the various components of the process and a time line for your reference.

Again, thank you for your interest in becoming a part of the Residence Life team! We look forward to getting to know you better through this process, and wish you the best!

Sincerely,

Casey Peterson  
Associate Director for Residence Life Staffing

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***Our Work Is Guided By The Following Ideals:***

**Department of Residence Life Mission Statement**

The Department of Residence Life supports students by providing a vibrant, healthy place to live and learn.

**Division of Student Affairs Mission Statement**

The Division of Student Affairs at NDSU embraces the mission of the university by providing services, programs, and resources to students in support of academic, professional and personal growth.

**Student Affairs Learning Agenda**

We strive to teach students: to lead; to serve; to negotiate and resolve conflict; to execute tasks to completion; to function collaboratively; to participate as committed citizens of the community.

**Provide a Quality and Diverse Staff (from Seven Guiding Principles document)**

To achieve our ideals we must value, learn about, and celebrate the experience of every student. To best serve our students we encourage applications from qualified people of all backgrounds, life experiences, and belief systems.

## About the Position

Resident Assistants 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.

### Minimum Qualifications (must be met prior to the start of employment):

- Completed a minimum of 24 credits
- Have lived on campus for at least one 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
- Assess student needs and interests and plan activities accordingly
- Recognize and evaluate group dynamics
- Mediate conflicts between individuals and groups
- Engage in effective decision-making
- Approach peers in a fair and effective manner when misconduct occurs
- Acknowledge and uphold professional standards, integrity, and ethics
- Positively represent the Department of Residence Life and NDSU

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## 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*

- Room (single or double as single)
- Stipend of \$3,825.00 (minimum)

*\*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.*

### *Fringe Benefits*

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

## **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 is responsible for the total operation of the residence hall and is the RAs direct supervisor.

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
- Show initiative and interest in the work

### *Programming and Community Development*

- Create a community atmosphere where all residents can live, learn, and grow
- Plan activities in the areas of community development, leadership, academics, and wellness
- Complete programming requirements as established by hall directors and the department
- Spend time on the floor and in the building interacting with residents
- Build relationships and help students connect with each other
- Work with staff to determine ways to effectively build community within the entire hall
- Be involved with hall government
- Facilitate floor meetings, mediate conflict, and administer roommate agreements

### *Staff Training and Development Requirements*

- RAs are required to return early each semester for training
- Regular one-on-one meetings with the hall director
- Weekly staff meetings
- Attend the annual Tri-College Leadership Conference
- Attend RA ongoing training

### *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 security rounds
  - Be available at all times in the hall
- Attend weekly hall staff meetings
- Intentional interaction with residents and floor community
- 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 and academic responsibilities requiring intensive time outside the residence hall will hinder an RA's ability to perform the job well. Therefore, staff will not be allowed to simultaneously hold such commitments and the RA position. Specifically:

- Part-time job commitments are not allowed
- Extra-curricular commitments are limited to 10 hours 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*

- Two weekends 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

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## **Things To Consider For A Resident Assistant**

### *Employment Commitment*

The RA position entails a commitment for the entire 2013-2014 academic year. The dates of employment are August 14, 2013 to May 17, 2014. 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. The Wellness floors require substance free living and the pursuit of holistic wellness. Academic floors include Pharmacy, Engineering/Architecture, Arts Humanities and Social Sciences, and Business. 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 on a specialty floor.

### *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 for a one year period.

## Selection Process Tips

- Carefully read all of the information included in this packet.
- 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. Dress comfortably (khaki pants, sweaters, etc.), but remember that you are selling yourself.
- Speak confidently during all sessions. We are looking for honest and sincere answers.

## Resident Assistant Interview And Selection Timeline

### *Information Sessions – January 14-18*

All applicants are encouraged to attend an Information Session. There will occur in each hall the week of January 14-18 to choose from (watch for publicity). During this time, you will meet current staff to learn more about the position and determine if becoming a resident assistant is a good fit for you.

### *Application Deadline – January 25*

Applications are due by 5:00pm. Complete applications on eRezLife. You will be prompted at a later time to schedule for Group and Individual Interviews.

### *Group Interviews – February 5-7, 6-9pm*

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 3 hours and will be observed by current RAs and the hall directors. **Please bring an item that is significant to you to share with the group.**

### *Individual Interviews – February 11-14*

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.

### *Decision Letters Sent – February 22*

Candidates will receive decision letters via mail. Those who are offered positions will be asked to complete a Letter of Acceptance and return it to their future hall director no later than 5:00pm on Friday, February 24.

### *Staff Orientation Day – April 13*

All staff for the 2013-2014 academic year are asked to participate in Orientation Day. It will be an opportunity for staff members to begin to know each other and to review and sign their Staff Working Agreements.

### *RA Fall Training – August 14-23*

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 24-26*

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

**\*\*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 encouraged for all interviews.

***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](http://www.ndsu.edu/reslife).