



We Are Who We Are Because of You!

Resident Assistant Recruitment

2014-2015

Dear Candidate,

Thank you for your interest in the Resident Assistant (RA) position with the Department of Residence Life. RAs 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!

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

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

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. Many of these hours are flexible and fit well around your academic work. 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:

- Completed a minimum of 24 credits prior to the start date
- Have lived on campus for at least one semester
- Earned a minimum semester and cumulative GPA of 2.5 prior to the start date

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

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 \$3,925.00 (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.*

Other 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 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
- 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

Things To Consider For A Resident Assistant

Employment Commitment

The RA position entails a commitment for the entire 2014-2015 academic year. The dates of employment are August 13, 2014 to May 16, 2015. 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.

What Are Employers Looking for?

Successful performance in the RA role will give you demonstrable experience in all of the skills and values that employers are looking for:

Skills

Communication
Analytical/Research
Computer/Technical Literacy
Flexibility/Adaptability/Managing Multiple Priorities
Interpersonal
Leadership/Management
Multicultural Sensitivity/Awareness
Planning/Organization
Problem-Solving/Reasoning/Creativity
Team Work

Values

Honesty/Integrity/Morality
Adaptability/Flexibility
Dedication/Hard-Working/Work Ethic/Tenacity
Dependability/Reliability/Responsibility
Loyalty
Positive Attitude/Motivation/Energy/Passion
Professionalism
Self-Confidence
Self-Motivated/Need Little Supervision
Willingness to Learn

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. (khaki pants, sweaters, etc.)
- Speak confidently during all sessions. We are looking for honest and sincere answers.

Resident Assistant Interview And Selection Timeline

Information Sessions – January 15-22

All applicants are encouraged, not required, to attend an Information Session. They will occur in each hall the week of January 13-17 (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 31

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 11-13, 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 1½ hours and will be observed by current RAs and the hall directors.

Individual Interviews – February 18-20

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 – March 6

Candidates will receive decision letters via email. Those who are offered positions will be asked to accept the position no later than 5:00pm on Friday, March 14.

Staff Orientation Day – April 12

All staff for the 2014-2015 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 13-22

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 23-25

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.