

NDSU

**LEAD
THE
HERD**



**MAKE
A
DIFFERENCE**

RESIDENCE LIFE

STUDENT STAFF

RECRUITMENT

Welcome!

Dear Candidate,

Thank you for your interest in Resident Assistant positions with the Department of Residence Life. Resident Assistants play a vital role in our Department. The day to day contact that 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!

It is our hope and belief that 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 people you may otherwise never have met!

Our selection process is intended to help you discover if this position is right for you, and to help us determine your readiness and fit with our Department. 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,

Karla Thoennes
Associate Director of Residence Life

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 North Dakota State University 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

ABOUT THE POSITION

Resident Assistants at North Dakota State University make a commitment to the students, the Hall Director, and to the University. The position reports directly to the Hall Director, who in turn is responsible to the Associate Director of Residence Life. Primarily, staff is asked to be supportive of the philosophy and the objectives of the Department of Residence Life (see previous page). RAs play a major role in creating a living-learning environment. As role models, all staff must abide by all University student and staff policies. Teamwork and collaboration are components of all Resident Assistants positions in Residence Life.

Resident Assistants:

Resident Assistants work on average 20 hours per week. Their responsibilities cover a number of areas including: community development, educational programming, safety and security, policy enforcement, one-on-one relationships with students, administrative tasks, and customer service.

Minimum Qualifications:

- Minimum of 24 credits
- Have lived on campus for at least one semester
- Minimum semester and cumulative GPA of 2.5
- New staff must meet these requirements prior to start of the position

Preferred Qualifications:

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

- Assess student needs and interests and plan activities accordingly
- Work effectively and cooperatively with a diverse range of individuals and groups
- Complete tasks thoroughly and in a timely manner
- Utilize well-developed interpersonal communication skills
- Display effective leadership skills
- Recognize and evaluate group dynamics
- Mediate conflicts between individuals and groups
- Engage in effective decision-making
- Perform fair and effective discipline of student misconduct
- Acknowledge and uphold professional standards, integrity, and ethics
- Be a liaison and advocate between students and other campus groups
- Respect and value the diverse contributions of all University community members
- Positively represent the Department of Residence Life and NDSU

WHAT YOU WILL GAIN

Experience:

- Leadership, teamwork, mentoring
- Training on topics such as diversity, suicide prevention, organization, etc.
- Peer confrontation, assertiveness, and mediation skills
- Administrative experience

Fringe Benefits:

- Stronger connections with students, staff, and faculty
- Life-long friendships
- Numerous experiences valuable for any future profession

Compensation:

- Room (single or double as single)
- Stipend of \$3248
- Staff are required to have a residence hall contract on file and a meal plan

WHAT IS EXPECTED OF A RESIDENT ASSISTANT

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 life at NDSU
- Show interest and concern for each student
- Develop relationships in such a way that students feel comfortable asking you for help
- Provide exemplary customer service

Commitment to Hall Director:

The Hall Director is responsible for the total operation of the residence hall and will be your direct supervisor. You are encouraged to quickly develop an honest and open relationship with him/her. Your Hall Director will expect you 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 your 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 HD's and the Department
- Spend time on the floor and in the building, meeting and 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:

- Staff members are required to return early each semester for training
- Regular one-on-one meetings with your Hall Director
- Weekly staff meetings
- Attend the annual Tri-College Leadership Conference

Work Schedule:

- The position will take an average of 20 hour per week
- RAs have a rotating work schedule for duty hours
- When on-duty, RAs must:
 - work the front desk during office hours
 - conduct security rounds
 - be available at all times in the hall
- Attend weekly hall staff meetings
- Prior to each recess period, all staff stay until the halls close and all work is completed
- All staff return approximately two weeks early in the fall for orientation/training
- All staff return early from winter break for training

WHAT IS EXPECTED OF A RESIDENT ASSISTANT (continued)

Weekly Job Activities

As you can imagine, the duties of this position will vary from week to week, depending upon the needs of the students. The following are some typical weekly activities for a Resident Assistant:

5 Hours	Availability to residents & floor community
4 Hours	Office hours and duty rounds
2 Hours	Weekend duty
2 Hours	Programming
2 Hours	Intentional student interaction
1 Hour	Hall Government / Floor leaders
1 Hour	Mail distribution
1 Hour	Staff meeting
1 Hour	Staff development and on-going training
½ Hour	Special assignment
½ Hour	Meetings with Hall Director

Outside Commitments:

Staff are expected to give their job priority over all other areas with the exception of academics. Further, major competition (ie. part time jobs, significant commitments etc.) 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 by the Hall Director
- 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, a staff member's outside commitments affect his/her performance, the staff member will need to make a choice between the activity and the RA position

Time-Off:

- Two weekends away from the building per month, pending the approval of the HD
- Be in the building by 3:00 am each night unless leave has been approved by the HD

THINGS TO CONSIDER FOR A RESIDENT ASSISTANT

Employment Commitment:

The Resident Assistant position entails a commitment for the entire 2009-2010 academic year. The dates of employment are August 13, 2009 to May 15, 2010. These dates include times for training, openings, and closings.

Financial Aid:

Employment may affect financial aid for some staff members. Interested applicants are encouraged to check with the Financial Aid Office to see how this may affect financial aid awards.

Hall Selection Preferences:

Hall Directors strive to hire 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 experience may request hall transfers. Returning RAs may be relocated based on staffing needs.

Candidate Pool:

Each year, qualified candidate numbers exceed the number of available positions. Candidates in this position are placed into the "RA Candidate Pool". After the initial hiring process, positions may become available and candidates from the candidate pool are considered first.

SELECTION PROCESS TIPS

- Carefully read all the information included in this packet which pertains to the position which you are applying.
- Talk to current Resident Assistants before the process so you have a good understanding of the position and what it entails.
- 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 a time to relax and prepare.
- Prepare questions you would like to ask.
- Make an appropriate appearance. Dress comfortably (khakis pants, sweaters, etc.), but remember that you are selling yourself.
- Speak confidently during all sessions. We're looking for honest and sincere answers.

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, Vietnam Era Veterans status, sexual orientation, 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.**

RESIDENT ASSISTANTS INTERVIEW AND SELECTION PROCESS

Department of Residence Life • Division of Student Affairs

Informational Sessions • Tuesday, Dec. 2, Thursday, Dec. 4, Wednesday, Dec. 10, Tuesday, Jan. 13 and Wednesday Jan. 14

All applicants are encouraged to attend one of the Resident Assistants Informational Sessions. Informational Sessions will take place in the Memorial Union (check posters for rooms) at 7:00pm. During this time, you will meet with current student and professional staff to learn more about the position, ask questions and determine if becoming a Resident Assistant will be a good fit for you.

Application Deadline • Friday, January 16

Applications are due by 5:00 pm. Return completed applications to the Residence Life Office, located on the first floor in West Bison Court. At that time you will be scheduled for Group and Individual Interviews. Please bring your Spring 2009 class schedule with you, so that you are able to select your interview dates and times.

Individual Interviews • Monday, January 26 through Thursday, January 29

Each candidate will meet with two Hall Directors and a current Resident Assistant for a traditional interview. Interviews will take place in the Alumni Center and last approximately ½ hour. The interviews will allow time for candidates to ask questions.

Group Interviews • Monday, January 26 through Thursday, January 29

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 you will be observed by current Resident Assistants and the Hall Directors. Please bring an item that is significant to you to share with the group.

Decision Letters Sent • Friday, February 6

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 5:00 pm on Friday, February 13.

Staff Orientation Days • Wednesday, April 1 and Saturday, April 25

All staff, new and returning, for the 2009-2010 academic year are asked to participate in Orientation Days. It will be an opportunity for staffs to begin to know each other and to review and sign their Staff Working Agreements.

Resident Assistant Fall Training • Thursday, August 13 through Friday, August 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 group activities and individual staff training.

Residence Hall Opening • Saturday, August 22 through Monday, August 24

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

****PLEASE REMEMBER****

Interviews are an opportunity for you 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.