



## Resident Assistant Recruitment

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 interactions 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 as you apply. Included is a description of the various components of the process and a timeline 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,  
Becky Bahe  
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.

#### **Residential Curriculum**

Our focus is to help our residents embrace Global Citizenship. Being a Global Citizen means having the responsibility to take action toward positively impacting self, others and the world. In order to help our residents become global citizens, we will work toward achieving the following four learning goals.

Each student will:

- Explore identity
- Create connections
- Foster inclusive communities
- Be lifelong learners

#### **About the Position**

Resident Assistants (RAs) are students whose role is to fulfill the Department of Residence Life mission to support students by providing a vibrant, healthy place to live and learn. RAs facilitate a positive living-learning community in the residence halls by assisting in implementing the Residence Life Curriculum listed above.

The RA position is considered to be a 20-hour per week position comprised of both “active” time (about 10 hours) and “available” time (about 10 hours). Active time encompasses, but is not limited to, participating in on-going training and staff development, interacting one on one with residents, facilitating community development, staffing daily mail duty and nightly office hours, performing rounds of the hall, and attending weekly staff meetings and individual meetings with their supervising Hall Director (HD). Available time consists of unstructured time spent in the hall interacting with residents and responding to their needs. 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 provided and encouraged.

Minimum Qualifications:

- Enrolled as a full-time, registered NDSU student through the course of employment
- Completed a minimum of two semesters of undergraduate coursework prior to the start date
- Have lived on NDSU’s campus for at least one semester
- Earned a minimum semester GPA of 2.25 and cumulative GPA of 2.5 prior to the start date
- Be in satisfactory disciplinary status as determined by the Department of Residence Life

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

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**What You Will Gain**

*Experience*

- Opportunities for leadership, teamwork, and mentoring
- Training on topics such as diversity, community development, organization, and much more
- Peer confrontation, assertiveness, and conflict mediation skills
- Organization and time management experience

*Compensation*

- A scholarship minimally valued at \$8,000
  - A small per semester scholarship which increases each year you are an RA
- \*Note: All RAs are required to have a residence hall contract on file and a meal plan. MLLC and Niskanen staff members have an option to purchase a 75 or 100 meal block plan.*

*Other Benefits*

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

## **Things to Consider When Becoming a Resident Assistant**

### *Employment Commitment*

The RA position entails a commitment for the entire 2017-2018 academic year. The dates of employment are August 9, 2017 to May 12, 2018. 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 Financial Aid and Scholarships 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. Returning RAs may voice their desire to work in particular halls or communities, however returning RAs still will be placed based on the individual's professional growth, and staffing needs.

### *Learning Communities*

There are numerous floors in the residence halls with academic or programmatic specialties. The Wellness Community requires 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. Academic communities include Health Professions, Engineering, Arts Humanities and Social Sciences, Human Development and Education, and Business. RAs pursuing a major within a college with a learning community will have priority to be placed in that community. 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 for a one-year period.

## **Application 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.
- Ask your reference ahead of time if they would be willing to give you a positive reference rather than just giving their information to provide you a reference.
- 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 your experiences may relate to them.
- Know your strengths and skills and how you will communicate them verbally and in writing.
- Be on time for all appointments. Arrive about 10 minutes early so you have time to relax and prepare.
- Prepare questions you would like to ask.
- Dress professionally. Business casual attire is encouraged.
- Speak confidently during all sessions. We are looking for honest and sincere answers.

## **Resident Assistant Interview and Selection Timeline**

### *Information Sessions – November 8, 15, 17, & 29, 2016*

All applicants are encouraged, not required, to attend an Information Session. During the Information Session, 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 13, 2017*

Applications are due by 11:59:59PM. Complete applications on eRezLife which can be found on the Residence Life Website, [https://www.ndsu.edu/reslife/student\\_staff/](https://www.ndsu.edu/reslife/student_staff/). You will be asked for references so be sure to ask your potential references if they would be willing to serve in that capacity. You will be prompted at a later time to schedule an individual interview.

### *Individual Interviews – January 19, 20, 23, & 24, 8AM to 4PM*

Each candidate will rotate through pairs of Hall Directors, with each pair asking the candidate one to two questions. The candidate will spend no more than five minutes with each pair of Hall Directors. This style of interviewing allows every Hall Director to spend time with each candidate. Interviews will last approximately ½ hour, and will allow time for candidates to ask questions.

### *Decision Letters Sent – February 17, 2017*

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, February 24.

### *Staff Orientation – TBD*

All staff members for the 2017-2018 academic year are asked to participate in Staff Orientation. It will be an opportunity for staff members to meet one another, learn about their hall, and review and sign their Staff Working Agreements.

### *RA Fall Training – August 9, 2017 to August 18, 2017*

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 19, 2017 to August 21, 2017*

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).