With This Application You Can Start Picturing Yourself As An RA Today!

Resident Advisor Application 2012-2013

****Application is due Wednesday, January 30th by 5pm.**
Recommendation Forms are also due Wednesday, January 30th.

To Qualify for a Resident Advisor Position, You Must:

- Be enrolled in at least 12 credit hours, but not more than 18 credit hours
- Have completed at least two semesters of college by the end of the current semester
- Maintain a minimum of a 2.50 GPA (semester and cumulative)
- Be in good academic and community standing with the College
- Attend at least one information session (Tuesday, January 8th at 6:30pm or Wednesday, January 16th at 7:00pm) OR interview an RA and submit with application.

If you are selected as a 2013-2014 RA, you will be required to fully participate in all training activities.

If you have any questions about the RA position or this application, please contact Rochelly Ramirez in the Office of Community Living at 863-680-4206 or rramirez@flsouthern.edu.

JOB DESCRIPTION

GENERAL DESCRIPTION

The Resident Advisor (RA) is a part-time paraprofessional staff member. The RA lives on a hall of approximately 25-40 residents and assumes primary responsibility for building a community that contributes to the academic success and personal development of each resident. This is primarily accomplished by building relationships with and responding to the needs of residents; facilitating an environment that actively contributes to the academic and personal development of all residents; and by managing critical administrative tasks. The RA reports to, and is supervised by a Hall Director, and is part of the hall staff team. A residence hall is a dynamic environment: Resident Advisors must be flexible, adaptable, enthusiastic, and dedicated in order to respond to evolving needs and situations.

RESPONSIBILITIES

1) **Peer Helper and Community Builder**
   a) Develop and maintain a good interpersonal relationship with each resident in their hall.
   b) Help their residents develop good relationships among themselves, as the foundation of a community that values, respects, and involves all members.
   c) Establish effective communication with residents through the use of good listening skills, timely response, and the sharing of appropriate information.
   d) Respond to personal and medical emergencies with the appropriate protocol, promptness, confidentiality, and in a manner that secures necessary staff support.
   e) Serve as a resource and referral agent for residents.

2) **Programmer**
   a) Assist residents in assessing academic and co-curricular needs and interests.
   b) Involve residents in designing and implementing programs and activities consistent with assessed needs and interests.
   c) Plan and implement academic and personal development initiatives as prescribed by the Office of Community Living.
   d) Plan and implement a designated number of hall meetings per semester.

3) **Facilitator of Responsible Student Behavior**
   a) Uphold, enforce, and support all rules and regulations of Florida Southern College and the Office of Community Living.
   b) Model and encourage appropriate behavior.
   c) Educate residents about College and residence hall policies
   d) Respond consistently and equitably to residents' behavioral issues.
   e) Document alleged student misconduct.
   f) Communicate with the Hall Director concerning student behavior issues.
   g) Work with roommates to establish effective standards for living and assist in the resolution of roommate conflicts.
   h) Facilitate development of Community Agreement and/or Roommate Agreements as necessary.
   i) Educate residents about safety and security.

4) **Administrator**
   a) Understand and coordinate necessary procedures for: opening, closing, room changes, maintenance requests, and other hall specific procedures.
   b) Assist and support Hall Director, Community Living Coordinators, and other Community Living staff.
   c) Participate in all community duty responsibilities.
   d) Complete all paperwork accurately and promptly.
   e) Post appropriate information in an effective and timely fashion.

5) **Team Member**
   a) Participate in fall, winter, and All-Staff training sessions.
   b) Attend all staff meetings and individual meetings with supervisor.
   c) Serve on departmental committees as necessary.
   d) Participate and assist in the Community Living staff selection process.
   e) Participate in ongoing evaluations.
   f) Communicate regularly with all members of the community staff.
   g) Communicate regularly with other Resident Advisors, Hall Directors, Community Living Coordinators, Assistant Director, and Director.

REMUNERATION

First Year RAs: Residence Hall Room while employed.
Second Year RAs: Room and $500.00 financial aid award per academic year employed.
Third Year RAs: Room and $1,000.00 financial aid award per academic year employed.

QUALIFICATIONS

- Must be a full-time student at Florida Southern College, enrolled in at least 12 credit hours, but not more than 18 credit hours without approval by the Director of Community Living.
- Must maintain a minimum of 2.50 semester and cumulative GPAs. If the semester GPA falls below standard, the RA has one semester of probation. If the semester GPA fails to meet the standard during the probationary semester, the RA will be terminated. If the cumulative GPA falls below standard, the RA can be terminated.
- Must have completed two semesters at Florida Southern College by the end of the current school year. *Transfer students must have completed one full semester at Florida Southern College.*
- Must be in good academic and community standing with the College.
- May not hold other employment without prior written permission from a Community Living Coordinator and Director of Community Living.
- May not student teach or complete a full-time internship/externship without prior approval from the Director of Community Living.
- Must be able to attend and participate in RA Orientation day on March 27, 2013.

For Office Use Only Application received on: _____
Applicant was offered an interview: ☐ Yes ☐ No Applicant was interviewed on: _____
Applicant was: ☐ Offered a position ☐ Left in the applicant pool ☐ Not offered a position

RESIDENT ADVISOR APPLICATION

(Please Type)

Name:_____ Student ID#:_____
(Last) (First) (MI)

Preferred Name/ Nickname _____ Email* _____

Campus Box #:_____ Phone #*:_____

Permanent Address:_____ Phone #:_____

City, State, Zip:_____

I am currently a ☐SO ☐JR ☐SR Expected Grad Date:_____

Cumulative G.P.A. _____ Current Semester G.P.A. _____

Major(s)/Minor(s):_____

Please list your current RA (if you live on campus):_____

Semesters Lived on Campus/Which Buildings:_____

* Please be sure to provide a phone number and email address that you use frequently. It is not necessary that this information be your Florida Southern email/phone number.

WORK EXPERIENCE (Begin with most recent)(Please include volunteer positions if applicable)

EMPLOYER POSITION DATES SUPERVISOR

1. _____

ADDRESS/CONTACT #: _____

2. _____

ADDRESS/CONTACT #: _____

3. _____

ADDRESS/CONTACT #: _____

OTHER COLLEGES AND UNIVERSITIES YOU HAVE ATTENDED:

COLLEGE/UNIVERSITY DEGREE YEAR

1._____

2._____

EXTRACURRICULAR ACTIVITIES:

List activities in which you have participated in college (include athletics). Please also list any leadership positions you may have had with each organization. Attach additional pages if necessary.

_____

_____

Please list extracurricular activities planned for next semester/year outside of the RA position, and the time commitment needed per week.

_____

_____

List any language spoken fluently:_____

If hired, are there any medical condition(s) that might affect where you work, or your ability to perform necessary responsibilities of the position. If so, please specify the condition(s) and limitation(s).

_____

CANDIDATE ESSAY:

Please answer the following questions in essay format.. Your essay should accompany your completed application.

1. In what ways has your residential/group living experience been significant for you?
2. What extracurricular activities are you involved in and plan to be involved in? How do you plan on juggling your other responsibilities with your RA responsibilities?
3. What do you perceive to be the major responsibilities of a Resident Advisor?
4. Please describe one of the most challenging experiences you have had to face in college. How did you cope with that challenge?
5. Is there anything else relevant to your application for a Resident Advisor position that you would like for us to know?

CANDIDATE RELEASE OF INFORMATION

Have you ever been convicted of a felony? ☐ Yes ☐ No

Have you pleaded "nolo contedere" (no contest) to, been convicted or found guilty (even in adjudication withheld) of a felony offense for the sale, trafficking, or conspiracy to sell or traffic a controlled substance as defined in Chapter 893, Florida Statutes? ☐ Yes ☐ No

Florida Southern College is in compliance with Title IX of the educational act of 1972 and is committed to non-discrimination based on race, creed, color, gender, marital status, religion, age, disability, sexual orientation, and national origin.

The RA position exists to perform the essential functions, which are listed on the position description. Any person attaining this position must be able to perform these duties with or without reasonable accommodation. If you have any questions or concerns as to your ability to perform any of these essential functions, contact the Director of Community Living. ***If you have not read the job description thoroughly, you should do so at this time.***

PLEASE CHECK ANY OF THE FOLLOWING THAT MIGHT AFFECT YOUR ROLE AS AN RA:

__Request to carry academic course load in excess of 18 credit hours.
__Wish to obtain other employment, either on or off campus.
__Academic or other commitments that require time away from your section or the campus (i.e. internship student teaching, student organization responsibilities, etc.)
__Participant on an athletic team
__Will be on campus for the _____ semester 20___ only.

I understand that the advance approval of the Office of Community Living is necessary in the above instances. The information on this application is correct to the best of my knowledge, and I understand that any willful misrepresentation on my part would be grounds for non-continuance in the application process. I understand that the information contained in this application as well as my academic performance and judicial history will be evaluated.

_____

Signature of Applicant Date

CANDIDATE RECOMMENDATIONS

Included with this application are two recommendation forms. At least one form must be completed by a FSC faculty member. The other form may be completed by a staff member, your RA, an off campus employer or other appropriate person (please no family members). In the space below, please identify the two people that will be completing the recommendation forms.

Name: _____ Phone #: _____

Address: _____

City, State, Zip: _____

How long have you known current reference? _____

What is your relationship to the person giving the reference? _____

Name: _____ Phone #: _____

Address: _____

City, State, Zip: _____

How long have you known current reference? _____

What is your relationship to the person giving the reference? _____