

# RAISING THE BAR

FLORIDA SOUTHERN COLLEGE

COMMUNITY LIVING  RESIDENT ADVISOR

**RESIDENT ADVISOR  
APPLICATION 2012-2013**



# Resident Advisor Application 2012-2013

**\*\*Application is due Friday, January 27th, 2012 by 5pm to the Student Life House  
Recommendation Forms are due Wednesday, February 1<sup>st</sup>, 2012 by 5pm**

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

**If you are selected as a 2012-2013 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 Austin Hanlin in the Student Life House at 863-680-4206.



## RESIDENT ADVISOR JOB DESCRIPTION 2012-2013

### *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 changing needs and situations.

### *RESPONSIBILITIES*

#### *Peer Helper and Community Builder*

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

#### *Programmer*

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

#### *Facilitator of Responsible Student Behavior*

- Uphold, enforce, and support all rules and regulations of Florida Southern College and residence halls.
- Model and encourage appropriate behavior.
- Educate residents about College and residence hall policies
- Respond consistently and equitably to residents' behavioral concerns.
- Document alleged student misconduct.
- Communicate with the Hall Director concerning student behavior issues.
- Work with roommates to establish effective standards for living together and assist in the resolution of roommate conflicts.

- Facilitate development of Hall Agreement and/or Roommate Agreements as necessary.
- Educate residents about safety and security.

#### *Administrator*

- Have a working knowledge of, and coordinate necessary procedures for: opening, closing, room changes, maintenance requests, and other hall specific paperwork.
- Assist and support Hall Director, Community Living Coordinators, and other Community Living staff.
- Participate in hall duty responsibilities.
- Complete all paperwork accurately and promptly.
- Post appropriate information in an effective and timely fashion.

#### *Team Member*

- Participate in pre-fall, fall, spring, and in-service training sessions.
- Attend all staff meetings and individual meetings with supervisor.
- Serve on departmental committees.
- Participate and assist in the Community Living staff selection process.
- Participate in ongoing evaluations.
- Communicate regularly with all members of the hall staff
- Communicate regularly with the Hall Director, Director of Community Living, Community Living Coordinators and other Resident Advisors.

### ***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 2.50/3.00 semester and cumulative GPAs (undergraduate/graduate). 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 will be immediately terminated.
- Must have completed two semesters of college by the end of the current school year.
- Must be in good academic and community standing with the College.
- May not hold other employment without prior written permission from the 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.
- Cannot be appointed an RA for more than 2 consecutive academic years, without approval from the Director of Community Living.

For Office Use Only Application received on: \_\_\_\_\_  
Applicant was offered at 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 or Print Legibly)

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  GRAD Expected Grad Date: \_\_\_\_\_

Cumulative G.P.A. \_\_\_\_\_ Fall 2011 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
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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.

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

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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).

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**CANDIDATE ESSAY:**

Please use the following questions as a guide in your essay. Your essay should be one to two double spaced typewritten pages. 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. What skills would you bring to the Resident Advisor position?
6. What might be your strengths and weaknesses in regard to policy enforcement?
7. 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 contendere” (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.*

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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? \_\_\_\_\_



## RESIDENT ADVISOR CANDIDATE RECOMMENDATION FORM

Candidate's Name: \_\_\_\_\_

I request that \_\_\_\_\_ complete this form as a reference in support of my candidacy for the Resident Advisor position. I understand that I will not be allowed to view this recommendation after completion.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In answering the following questions please cite specific examples whenever possible. If you have not had the opportunity to observe the candidate please indicate as appropriate.

Resident Advisors function in a variety of roles, including planning and implementing educational programs, enforcing College regulations, assisting in hall administrations, and serving as a resource to the Residence Life staff. The diverse constituencies and roles require a mature person with genuine commitment. To aid in our selection of appropriate students, please complete the following recommendation. Your honest evaluation of this student is greatly appreciated. Please note that the information provided by you will not be disclosed to the student.

- 
1. Please indicate how well you know the candidate and in what capacity.
  2. Have you observed this candidate approach new and/or ambiguous situations? Please comment on his/her flexibility and adaptability.
  3. Have you observed this candidate's reaction to pressure or frustration? Please comment on his/her ability to deal with difficult and demanding situations.
  4. What do you see as the candidate's strengths and limitations?

5. Is the candidate a type of person with whom others would be willing to share their personal concerns? And a person others tend to respect?
  
6. Would you describe the candidate as a reliable and mature individual? (In what ways have you observed this?)
  
7. Is the candidate willing to assume and fulfill responsibilities? Is the candidate able to share responsibility?

After reading the brief position description would you recommend this individual for a Resident Advisor position? (Check one)

- Highly Recommend
- Recommend
- Recommend With Reservations
- Would Not Recommend

Additional Comments:

Signature of Reference \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

This recommendation may be returned by mail, fax, or in person. Mail to:

The Office of Community Living  
Florida Southern College  
111 Lake Hollingsworth Drive  
Lakeland, Florida 33801-5698

Fax: (863) 680-4195 Attn: Austin Hanlin, Community Living Coordinator

*Please return by 5pm on Wednesday, February 1st, 2012. If you have any questions, please contact Austin Hanlin in the Office of Student Life at 863-680-4206. Thank you!*



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