

Clayton State University On-Campus Housing

Resident Assistant (RA) Application 2009 - 2010

Applications are due no later than Friday November 6th at 12:00 p.m. in the Clayton State University Housing Office.

Applicants must have at least a cumulative institutional 2.3 GPA and will have earned at least 24 credit hours at Clayton State University by Deember 2009.

Please carefully read all information.

**Return your completed application to:
CLAYTON STATE On-Campus Housing Office
Laker Residence Hall**

No faxes or e-mails accepted, original signature(s) required on all documents

Clayton State On-Campus Housing Resident Assistant (RA) Position Description

The Resident Assistant Position

The Resident Assistant is a paraprofessional member of Clayton State On-Campus Housing and Capstone On-Campus Management; the RA is responsible first to their supervisor, the Assistant Director, and second, to the Director. As a representative of Clayton State On-Campus Housing, the RA is responsible for positively contributing to a high quality living experience for our residents.

Qualifications for the Position

- Resident Assistants must have a minimum cumulative institutional 2.3 grade point average before applying.
- Students must be of sophomore standing (or a minimum of 24 credit hours) by December 2009 to be eligible to apply.
 - Resident Assistants should strive to excel academically; therefore this minimum cumulative institutional grade point average must be maintained during the duration of employment.
- RAs are responsible for providing proof of current academic standing every semester.
- RAs must **maintain full-time student status** during their term of employment.
- A student not in good standing with the University or on facility/disciplinary probation is not eligible for employment.
- RA applicants must have a history of involvement with activities at Clayton State and/or their community.

Intent of the Position:

A Resident Assistant (RA) is an integral contributor to the residential experience and works to complement the academic goals and personal growth of students in the housing community. They role model such leadership qualities as effective communication, and adherence to policies and expectations. The RA must honestly commit to and respect services, goals, and values that enhance the students' ability to learn and to develop the life skills necessary to become a productive and caring member of our global society.

Specific Responsibilities: The responsibilities of an RA are many and varied. Major responsibilities include:

- A. Commitment to Skill Development: The orientation and continued development of skills begins through a combination of student development efforts, staff collaboration, and individual initiatives. Staff training is offered at various times throughout the year. Staff members are required to:**
 1. Attend all staff meetings, in-service, spring and fall training programs.
 2. Attend individual meetings with their supervisor on a weekly basis.
 3. Make use of resources that will enhance the development of themselves, their residents and their fellow staff members.

- B. Foster and promote a sense of community and responsibility:**
 1. Develop and maintain a positive working relationship with residents.
 2. Encourage students to contribute to and participate in educational/recreational programs.
 3. Maintain weekly communication with a variety of residents.
 4. Discuss and clarify on an on-going basis residential rules, regulations, policies and procedures to all residents.
 5. Encourage residents to take responsibility for what happens in their community.
 6. Have a working knowledge of the terms and conditions for residential living.

- C. Observe, assess and appropriately identify the needs of residents. RAs will help create passive and active programs designed to address these identified needs:**
 1. Implement intentional outreach efforts to become acquainted and build rapport with apartment residents.
 2. Utilize appropriate communication and listening skills to maximize the effectiveness of outreach efforts.
 3. RAs will do an evaluation of all programming efforts, noting positive aspects and areas of improvement.
 4. Act as a referral agent for students desiring or needing professional assistance; be knowledgeable about campus resources (Clayton State PD, Counseling Center, Health Center, etc.).
 5. Maintain confidentiality.
 6. Maintain a commitment to the balanced growth of the residents and the community by providing residents programs of an issue oriented and educational nature.
 7. Involve students and encourage their participation in the development and implementation of programs.
 8. Work with their supervisor on program plans, goals and evaluation.
 9. Be familiar with apartment policies and guidelines of the conditions of leasing.
 10. Develop awareness of campus resources.
 11. Support programming initiatives.

D. Commit to establishing and enhancing a healthy living environment which complements academic success:

1. Maintain and emphasize the importance of an academic environment in the residence community.
2. Encourage discussion groups, seminars and programs that will broaden students' educational experiences.

E. Administrative Responsibilities:

1. Ensure that necessary forms and reports are completed accurately and submitted on time.
2. Perform all on-duty responsibilities.
3. Perform any additional functions as assigned by their supervisor.

F. Time Commitment:

1. Participate in all staff meetings and weekly individual meetings with supervisor.
2. Establish and implement a personal skill development plan with supervisor.
3. Receive prior approval from supervisor for any involvement in time commitments outside of academics.
4. **Receive prior approval from supervisor for additional employment beyond the RA position (not to exceed ten (10) hours per week).**
5. **The RA position has a commitment of at least twenty hours per week.**
6. Involved in an overnight duty rotation shared among staff members.
7. RAs are responsible for duty during holidays and breaks. The schedule will be determined by the Clayton State On-Campus Housing Management staff.
8. RAs work 10 hours per week in a designated office location.
9. Contracts begin January 1, 2010 and end May 31, 2010

G. Special Projects: Team members may be assigned to special projects that may include:

1. Design and writing of a newsletter
2. Working with Living Learning Communities and the Freshmen Year Experience programs within housing.
3. RA Selection
4. Large scale programs.
5. Other initiatives as needs are identified.

A. Duty:

6. Perform a series of nightly rounds of the community when on duty.
7. Report unusual activity.
8. Maintain a duty log.

Compensation

- Free room and utilities (not to exceed designated utility caps) in a single bedroom unit
- A board plan during periods where meal service is available on campus

Some types of financial aid may be affected by and should be researched before accepting the position. Capstone On-Campus Management is not responsible for any financial aid jeopardized by accepting the RA position.

2009-10 Resident Assistant Application Form

Clayton State University On-campus Housing

To complete this application, click in each box and type your information.

After completion, save and print form for hard copy submission.

Name:
Last First Middle

Laker ID Number:

School Mailing Address:
Number, Street City, State, Zip Code

Home Mailing Address:
Number, Street City, State, Zip Code

University Email Address:

Daytime Phone: Evening Phone:

Year in School: Freshman Sophomore Junior Senior

You consider yourself: A traditional-type student A nontraditional-type student

Major: Anticipated Graduation Date:

Have you ever been involved in judicial action at Clayton State or another University? Yes No

If yes, please explain your status and the situation:

Number of semesters completed at Clayton State:

Credit hours completed (earned) as of December 2008:

Number of credit hours enrolled this semester:

Cumulative (institutional) G.P.A.:

Will you be attending Clayton State for the 2009-2010 academic year (fall and spring semesters)? Yes No

Please detail your work history for the last five (5) years:

Employer/Address	Position	No. of Years

Please list the organizations or activities in which you have participated since entering Clayton State. Include community involvement.

Organization/Activity	Office(s) Held <i>(if any)</i>	No. of Years

Why do you want to be an RA? What do you perceive to be the primary responsibility of the RA position? How would you fulfill that responsibility? Please give examples.

The RA position requires students to be leaders and positive role models among their peers. What challenges do you think you will face in this role?

What experiences have you had that has prepared you for the position of Resident Assistant?

What experiences have you had interacting with people different from yourself and what did you learn?

What do you hope to gain from being an RA and how will this assist you with your future plans?

Describe your anticipated time commitments for 2009-2010 that are not related to the position your are applying for (i.e.: internships, athletics, community service, etc)

All Candidates must turn in three (3) references. One from your current RA, if you currently live in Laker Hall; the other two must be from a current Clayton State Professor, Staff member or Current employee. If you do not currently reside in Laker Hall all three references must be from a current Clayton State Professor, Staff member or Current employee.

I declare all information provided in this application is accurate and complete, and that I have read and understand the Resident Assistant job description. In addition, I give Capstone Management/Clayton State University permission to verify my employment, grade point average, student conduct record, and to conduct a background check.

Signature

Date

Return only the completed Application Form, three reference forms and a copy of your resume to the Clayton State Housing Office, Laker Hall, no later than Friday, November 6, 2009 at 12:00pm.

After a preliminary review of all applications, you will be notified if a personal interview is needed.

Thank you for your interest in Clayton State's Housing Program!

**Clayton State University On-Campus Housing
Resident Assistant Reference form**

Under the provisions of the Family Educational Rights and Privacy Act of 1974, this applicant will have access to the information provided below unless he/she has waived such access.

1. Name of Applicant: _____

2. Box # or Present Address: _____

3. (Optional) I hereby waive my right of access to the material recorded below.

Signature of applicant: _____ Date: _____

To the reference: Laker Hall/ Capstone Management seek mature, compassionate, and committed students to be Resident Assistants. Each RA is responsible for building community on a floor, furthering the mission of Clayton State University, and promoting diversity on campus. The applicant named above has chosen you to let us know more about him/her as we consider him/her in the selection process. Please feel free to omit any questions that you do not feel qualified to answer. Please type or print clearly in blue or black ink.

Return this reference form to the applicant or to the Office of Housing and Residence Life in a sealed envelope with your name signed across the sealed flap by November 6 by 5:00pm.

Please keep a copy of this completed form for your records in case this reference is lost in the mail. Thank you for your candid comments.

1. How long have you known the applicant? In what capacity?

2. Evaluate the applicant's ability to live and work with others. What qualities help or hinder the applicant?

3. What are his/her strengths?

4. In what areas do you think the applicant needs to grow?

5. Give an example of the applicant's style of getting things done.

-OVER-

Check the box that you believe best describes the applicant:

4 = Excellent 3 = Good 2 = Needs Improvement 1 = Poor

UN = Unable to Evaluate

Additional Comments:

CHARACTERISTICS	4	3	2	1	UN	Comments
Ability to clearly express thoughts and ideas						
Ability to actively listen						
Ability to consider other opinions, ideas & Thoughts						
self-confidence						
Assertiveness						
Work ethic						
Approachability						
Sense of humor						
Patience						
Time management						
Knowledge of limitations						
Ability to manage stress						
Ability to work on a team						
Ability to work alone						
Ability to take direction						
Knowledge of community						
Creativity						
Leadership						
Maturity						
Flexibility						
Initiative						
Openness to direction in work						

Overall, how would you rate the applicant?

_____ Exceptional, a rare find _____ Might be okay _____ some reservations
 _____ Good, better than many _____ Do not recommend

Signature _____ Date _____

Occupation/Position: _____

Phone _____

Printed Name: _____