Resident Assistant Application

Department of Housing and Residential Education
(302) 857-6326 • Email: housing@desu.edu

Apply to be an RA
Dear Applicant:

The staff of the Office of Housing and Residential Education is glad to know that you are interested in a position as a Resident Assistant (RA). The RA position is a very important part of the Delaware State University family. As an RA, you will have an opportunity to positively affect the lives of others. The Residential Education staff is made up of Resident Directors (RDs), Senior RA’s (SRAs) and Resident Assistants (RAs). The people in these positions share a common bond of caring and respect for each other and for each resident. We are looking for people who are interested in sharing their spirit and enthusiasm for their school and their time with others.

The RA serves in one of the most comprehensive roles in the Student Affairs Division. No student problem escapes the RAs involvement. This is one of the most difficult student positions to hold and to perform well. To be called on to do so many tasks, to hold so many responsibilities, and to be accountable for so many other people during the time you are shaping your own education, is one of the greatest challenges you will face during your life as an RA here at DSU.

RAs act as supervisors of their floor/wing or apartment unit and, as such, gain valuable experience in organization, leadership, supervisory methods and peer counseling in the area of conflict resolution. This experience will benefit you later in life and should certainly be added to your resume. All of these are valuable tools to develop, regardless of your later role in life.

If you have any questions about this application or about the position, please feel free to discuss them with any member of the Residential Education staff or call (302) 857-6326.

Sincerely,

Ms. Brandy Garlic
Associate Director of Residential Education
RESIDENT ASSISTANT JOB DESCRIPTION

The Department of Housing and Residential Education strives to create a welcoming residential community and to maintain a comfortable and safe environment for students residing in our residence halls. Resident Assistants are crucial to the success of these goals. Resident Assistants are the university’s representatives to resident students, and consequently, they have broad responsibilities extending to all areas of the students’ physical, social, academic, and emotional well-being. As such, the Department of Housing and Residential Education expects that students accepting these positions will exercise high standards of moral and ethical conduct in their performance both on and off campus and follow all university and department policies.

Requirements:
• Must be a full-time Delaware State University student
• Good judicial history with the University
• Must be at least a second semester freshman in order to apply
• Demonstrate an academic commitment by maintaining a cumulative GPA of 2.7 or higher.
• Minimum of one academic year of on-campus living
• Must have an appreciation for and uphold the mission and values of Delaware State University

Basic Position Responsibilities:

1. Community Development
   • Set a personal example by conducting themselves in accordance with all University, Commonwealth, Federal and Local policies, rules, laws and statutes.
   • Develop and maintain a positive community atmosphere in the resident area through the use of individual and group meetings, and activities aimed at forming values and fostering communication, mutual respect, cooperation, and concern for all campus community members.
   • Promote diversity in through role modeling, programming, and other educational experiences in order to meet the needs of all students.
   • Assist in orientating new residents to the campus. Facilitate programs for new residents. Inform residents of all aspects of community living.
   • Coordinate programming for residents including: assessing needs, planning, encouraging resident involvement in campus activities, and evaluating programs.

2. Resident Relationships
   • Regularly initiate contact with residents through individual and group meetings, electronic communication, posting signs and posters, and distributing flyers and memos. Be approachable and available, especially during evening hours.
   • Support residents in their personal development including, but not limited to, identity, self-esteem, decision-making, self-responsibility, confrontation, conflict resolution, and respect for differences. Consult with or refer residents to campus resources when appropriate.
   • Assist residents with academic information and resources. Offer academic support to each resident. Promote a study atmosphere.

3. Duty
   • Arrive on campus prior to the arrival of residents and remain until the end of the final exam period each semester.
   • Provide assistance to residents with any emergency that may occur. Involve appropriate University staff and outside agencies necessary. Document all aspects of the situation using our judicial reporting system.
   • Participate in staff meetings, individual meetings, staff development activities, and training.
   • Complete administrative work or assigned tasks promptly including, but not limited to: log book reports, incident reports, programs, and program evaluations.
   • Share Duty responsibilities with other Resident Assistants on a rotating basis and complete all duty tasks including responding to emergency situations after hours. Remain on campus and assume weekend duty responsibilities on a rotating basis.
   • Perform other tasks deemed necessary to meet the mission and goals of the Department of Housing and Residential Education.
   • Foster positive relationships with the Department of Housing and Residential Education Staff including other Resident Assistants, Senior Resident Assistants, the Director of Housing and Residential Education, Associate Director of Housing, Associate Director of Residential Education, Resident Directors, Coordinator of Night Time Operations, and night time Assistant Managers.

4. Policy Enforcement and Safety
   • Abide by and enforce Department of Housing and Residential Education and Delaware State University Student Code of Conduct policies and report all violations of regulations.
   • Educate, interpret, and hold residents accountable to all community standards and university policies.
   • Assist the residents in developing a sense of responsibility for themselves and the living environment. Inform the Resident Director about resident misconduct problems. Document all aspects of the situation using our judicial reporting system.
   • Treat information and incidents with the appropriate level of confidentiality.

5. Leadership and Staff Development
   • Establish positive and effective working relationships with fellow staff members
   • Act as a team player by compromising for the good of the staff as appropriate.
   • Participate in Fall and Spring Resident Assistant training and attend in-service trainings throughout the year.
   • As a student employee on Delaware State University’s campus you are expected to attend at least 2 Professional Development workshops offered through the Career Service Department.
   • Maintain regular and open lines of communication with your Resident Director and Senior Resident Assistant(s), keeping them up to date with the general day-to-day events occurring in the assigned area.
   • Be a liaison with key campus personnel, including Judicial Affairs, Counseling Services, Public Safety, and other members of the Division of Student Affairs.

6. Ethics
   • Serve as a positive representation of Delaware State University both on and off campus.
   • Maintain electronic responsibility as it pertains to the use of the internet and other forms of electronic communications (which includes, but is not limited to email, Facebook, Twitter, etc.) As a representative and employee of the Department of Housing and Residential Education, RAs are expected to communicate positive reflections of the role as a leader in the campus community.
   • Demonstrate good use of personal judgment both on and off duty.
   • Maintain a positive attitude toward the position, the Department of Housing and Residential Education and the Delaware State University community.
RESIDENT ASSISTANT APPLICATION

I am applying for consideration as an RA for the following semester:

☐ Fall Semester 2015  ☐ Spring Semester 2016

*Must have a 2.7 cumulative GPA at time of application and hire!

Please Check:

☐ Freshman Transfer Student (student with fewer than 29 transferable credits)
☐ Sophomore  ☐ Junior  ☐ Senior  ☐ Transfer Student  ☐ Graduate  ☐ Commuter Student

Please Print Legibly

Last Name  First Name  M.I.  Student ID Number

Campus Address (Room/Apartment Number)  Gender

Permanent Address  Street Name


Email

(______)__________________________________________  (______)__________________________________________
Home Phone  Mobile

Date of Admission to DSU  GPA Last Semester*  Cumulative DSU GPA*

Major Field of Study  Expected Graduation Date

Emergency Contact (Name/Relationship)  Phone

Who is your current RA? (if you live on campus)

Is there any reason you would not be able to complete two consecutive semesters as an RA? If yes, explain:  ☐ YES  ☐ NO

NOTICE for all applicants: If you wish to live on campus in the residence halls for the academic year 2015-2016 regardless of the outcome of the RA selection, you must sign up for housing for that semester. This application does not guarantee you on-campus housing in the event you are not selected for employment.
# RESIDENT ASSISTANT APPLICATION

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HAVE YOU LIVED IN A RESIDENCE HALL FOR AT LEAST ONE FULL SEMESTER?  
☐ YES  ☐ NO  (This requirement must be met at time of application)

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**ACTIVITIES IN THE RESIDENCE HALL** (list employment & dates, hall govt. & dates, hall programs attended at DSU):

**CO-CURRICULAR ACTIVITIES:** List activities (clubs, organizations, honoraries, offices, committees, intramurals, volunteer and/or community service) in which you have participated while in college:

Please list any co-curricular activities planned for next year outside the RA/RHA/SRA position, and the anticipated time commitment per week (i.e., leadership positions in student organizations, honor societies, community service, etc.):

List any languages spoken fluently

**WORK EXPERIENCE** (begin with most recent)

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If hired, what medical condition(s)* might affect where you work, or your ability to perform necessary responsibilities of the position? (Please specify):  
*Supporting medical documentation must accompany this application
RESIDENT ASSISTANT APPLICATION

ESSAY:

You have read the job description and qualifications regarding the Resident Assistant (RA). Please discuss your personal view of the position. Your discussion should include (but is not limited to): what motivates you to apply for the position, reasons why you believe you are qualified for the position, what you hope to gain from your experience, special skills you have, and areas in which you wish to improve. YOU MAY ATTACH ONE PAGE TO ANSWER THIS QUESTION.
CANDIDATE RECOMMENDATIONS
Please identify the three people (i.e., faculty, staff, supervisors) you requested to fill out recommendations for you.

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Have you ever been convicted of a felony?  □ YES  □ NO

Have you pleaded “nolo contendere” (no contest) to, been convicted or found guilty (even if adjudication was withheld) of a felony offense for the sale, trafficking, or conspiracy to sell or traffic a controlled substance committed on or after October 1, 1990, as defined in the Delaware Code, Title 16 Chapter, 47 Uniform Controlled Substances Act?  □ YES  □ NO

The RA position exists to perform the essential functions, which are checked 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 Department of Housing and Residential Education. If you have not read the job description thoroughly and reviewed the checked items, you should do so at this time.

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. By my signature, I give permission for qualified Department of Housing and Residential Education staff members to access necessary academic and judicial records on my part to verify the information I have provided in this application.

Signature of Applicant  Date

The staff and students of the Department of Housing and Residential Education come from diverse backgrounds and social groups. We encourage acceptance and appreciation of people in relation to race, gender, age, ethnicity, physical ability, sexual orientation, socioeconomic status, or religious affiliation. We believe that each person has worth and should be treated with dignity and respect. This commitment is supported by all of the staff and students who work and live within our communities.
RESIDENT ASSISTANT APPLICATION CHECKLIST

Place your initials on each line to confirm that the required document is included in your completed RA Application packet before you turn it in.

___________ Application (with signature)  
___________ Reference Letters  
___________ Application Questions  
___________ Official/Unofficial Copy of Transcript  
(can be obtained at Records Office)  
___________ I currently have a 2.7 cumulative grade point average  
___________ I will have completed at least 12 credit hours by the semester I am applying for  
___________ I will have lived in a residence hall for at least one semester  
___________ I am applying for the Fall or Spring (please indicate on the line)  
___________ I have read and understand the requirements of the RA position

RESIDENT ASSISTANT PROCESS - SPRING 2015 TIMELINE

Monday, Feb. 9 - 6 p.m., MLK, Parlor B
Tuesday, Feb. 10 - 11 a.m., MLK, Parlor A
RA Interest Meetings (Mandatory)

Tuesday, Feb. 17, 2015
All RA Application Packets due by 4:30 p.m.
Housing Office, Laws Hall

Monday, Feb. 23 - Wednesday, Feb. 25, 2015
RA Interview Process
9:00 a.m.-4:00 p.m., Laws Hall Conference Room

Saturday, Feb. 28, 2015
Super Saturday
(RA applicants will be notified of their invitation to Super Saturday)

Thursday, March 5, 2015
RA Notification and Invite to RAC 101

March 17, 24, 26, 2015
Attend RAC 101 (Resident Assistant Class)
Location and Time TBA

By signing below, you are confirming that the required items in the Checklist above are included in your packet.

_________________________________________________________
Signature

_________________________________________________________
Date

Please submit completed application in a 9x12 sealed envelope, attention “RA Selection Committee” and addressed to:

Department of Housing and Residential Education
Laws Hall
Delaware State University

Department of Housing and Residential Education
1200 N. DuPont Highway
Dover, DE 19901-2277
(302) 857-6326 • (302) 857-6333 Fax
Email: housing@desu.edu

Visit us on the web at:
www.desu.edu/housing