

Resident Assistant Application Packet 2011/2012



illini tower
student village

Resident Assistant Application Checklist

Please check that you have completed all of the following components of the application, as an application that is incomplete when submitted will not be considered. All application documents and materials are due April 15, 2011 for priority consideration.

- I have read through and understand the responsibilities and duties on the application form.
- I have completed all 8 components on the Personal Statement Section.
- I have had all three evaluations completed and placed in sealed envelopes with the evaluator's signature across the seal.
- I have attended the informational meeting and/or gotten my questions about the position answered.
- I have put all of these components into a manila file folder and put my name & email on the front of the folder.

Job Description

Reports To: Director, Assistant Director, Resident Director
Supervises: Residents

Responsibilities: The Resident Assistant will be responsible for the development and enhancement of the community and each individual resident under their care and supervision. The position will require the Resident Assistant to supplement and complement the residents' formal education by enhancing the quality of life in the community. The Resident Assistant should be a known, visible and an active resident within their given area of responsibility as well as the entire facility. The basic job expectations will include communications between the residents and Management; implementation of policies, procedures and regulations of the facility as well as those of the University; and participation in the operation of the facility as assigned by the Resident Director, Director or any of their representatives. The Resident Assistant is expected to provide leadership to all residents and assist in the planning of educational and social activities that will make the group living experience a success. The Resident Assistant must maintain confidentiality at all times and should never discuss any issues with anyone other than personnel having a professional need for the information.

The Resident Assistant position is based on a 25 hour work schedule to include, but not limited to, programming, desk shift, marketing and leasing assistance, rounds, building floor community, and other community initiatives.

Maintain an Environment Conducive to the Achievement of Resident's Educational Objectives

- Promote a group living experience conducive of high academics and appropriate social standards
- Know the residents in your assigned area, be known by them and visit each resident regularly in their living area
- Assist in facilitating mediation and resolution of resident conflicts
- Be available to the residents for concerns, room changes and suggestions
- Express resident concerns to Management, as appropriate
- Commit to residents' personal growth and development and provide that same commitment to the community as a whole
- Establish behavioral standards and emphasize the concepts of common courtesy for others in the community
- Assume a leadership role in the development of the responsibility for one's actions and promote consideration for the rights and freedoms of others

Know and Enforce Rules and Regulations Governing Student Residents

- Be knowledgeable about community and University rules and regulations and explain and enforce them when confronting residents and visitors
- Refer discipline matters to the appropriate person through the established procedure
- Submit a report to the Resident Director within 24 hours an incident or situation which threatens the health and safety of residents and/or violates University/community policies and regulations

Administrative Tasks

- Complete paperwork and other administrative tasks as assigned by your supervisor
- Attend and participate in scheduled meetings
- Check your staff box and check-in with the appropriate staff daily Perform tasks associated with the check-in and check-out of residents at the beginning and end of each semester
- Assist with preparation of make ready units between academic periods
- Coordinate accurate move-in and move-out inventories and unit condition reports
- Be responsible for proper use of office and master keys and follow the proscribed procedures for these keys (Resident Assistant is responsible for the replacement cost of any lost keys)
- Perform on-duty functions during regularly assigned office, evening and weekend hours as directed
- Assist with emergency situations and respond on a 24-hour basis, as needed
- Continually conduct inspections of the community and report any damaged or missing property
- Perform miscellaneous duties as assigned by your supervisor

The Ideal Candidate will possess the Following Qualifications:

- Classification as a student in good standing at the University
- Completed at least 25 academic hours at time of appointment
- Maintain a minimum of a 2.5 GPA each semester
- Be classified as a full-time student (12-hours Undergraduate, 9-hours Graduate)
- Be a resident of the community in which he/she will work
- Planning, organizational, leadership and mediation skills
- Customer service orientation
- Ability to work well within a diverse community of traditional as well as non-traditional students

**Resident Assistant Application
2011-2012**

First _____ Middle _____ Last _____

UID # _____

Gender: M F Date of Birth: Illinois Email: _____

Local Address: _____

Permanent Address: _____

Phone: _____ Alternate Phone: _____

Current Housing Off Campus On Campus
Status: _____

If On Campus, where?

Current Classification Freshman Sophomore Junior Senior Graduate

Major _____ Minor: _____

Anticipated Graduation Date: _____

Expected GPA for semester: /4.0 GPA Last Semester Completed: /4.0

Cumulative GPA /4.0 Hours Completed _____

How did you hear about this position?

- Flyers/Posters Friend From a faculty/staff member
 From an RA E-mail

Equal Opportunity - It is our policy to provide equal opportunity for all qualified persons without regard to race, color, religion, age, veteran's status, disability or national origin.

Applicant's Statement – I certify that all the answers given herein are true and complete to the best of my knowledge, and I understand that the information contained on this application is subject to verification by an investigative agency, background check, The University of Illinois- Champaign. I acknowledge that any false representations will be grounds for denial of employment.

You have my permission to verify my GPA, completed hours, university discipline background and other information provided.

Signature: _____ Date: _____

Personal Statement Section

As a Resident Assistant, you will have many responsibilities. In order to better understand your personal attitudes towards this position and to more comprehensively understand your strengths as a candidate, you must completely answer each of the following questions:

1. Please submit a resume. This resume should highlight any jobs or extracurricular activities that make you qualified for the position.
2. What do you feel is the role of a Resident Assistant? Provide in list format, the top 10 qualities a Resident Assistant should possess?
3. What motivated you to apply to be an Illini Tower Resident Assistant? What do you hope to accomplish as a Resident Assistant?
4. What unique abilities, skills, or talents do you have that would make you a good Resident Assistant? (It would be helpful if you described an event you coordinated or a position you have held which allowed you to be a leader or to supervise the work of others.)
5. What do you believe are the most pressing problems facing students in Residence Life? How could you, as a Resident Assistant, help address at least two of these problems?
6. For you, what would be unique about being an Illini Tower Resident Assistant versus being an assistant at another campus residence hall?
7. What commitments do you have in the Fall/Spring Semester of 2011/2012? Summer Semester 2011?

Please return all necessary material in a folder with your name and email address on the front of the folder.

Resident Assistant Application Recommendation Form

Please fill out the top portion of this recommendation form and distribute to the individuals serving as a recommendation for you in this application process. Remember, these recommendations are due with your completed application. Please turn recommendation forms into the front desk at Illini Tower.

At least 1 recommendation must be from a faculty or staff member of the University of Illinois-Champaign.

Check one of the following:

- I retain my right to access this reference
I waive my right to access this reference

Applicant's Name: _____

Name of Reference: _____

Title: _____ Phone #: _____

Relationship to Applicant:

- Employer
Faculty/Staff Member
Peer
Other:

Overview

The position of a Resident Assistant is one of great importance within Illini Tower. This position requires the individual to have excellent communication and decision-making skills. This individual must also be able to handle crisis situations and be able to serve as a positive role model for residents. In short, this individual must be open minded, willing to accept change and be able to go the extra mile.

Rating System:

1-Poor 2-Needs Improvement 3-Acceptable 4-Good 5-Outstanding

Please review the following characteristics, rank the applicant accordingly and provide specific comments in the area provided.

Table with 7 rows of characteristics (Leadership Skills, Approachability, Creativity, Dependability, Decision-Making Skills, Communication Skills, Diversity Awareness) and 5 columns for ranking (1-5) and a 'No Chance to Observe' option.

How long and in what capacity have you known the applicant?

Discuss your impression of how well the applicant functions in positions of responsibility.

Describe your impression of how well the applicant handles interactions with others and the degree to which the applicant is a team leader or follower.

Recommendation

_____ I recommend the applicant without reservation.

_____ I recommend the applicant with reservations. (Please Comment)

_____ I do not recommend the applicant. (Please Comment)

Please include any additional comments regarding the applicant.

Signature _____

Date _____

Please return this form to the applicant in a sealed envelope with your signature across the envelope seal.