



Resident Assistant Application Information 2012-2013

To apply for a Resident Assistant position for the Fall 2012 semester, you will need to complete the following application and turn it in to the Residence Life Office (located on the ground floor of Annapolis Hall) by **Thursday, March 1st at 12pm**. To be considered for the position you must do the following:

1. Complete application.
2. Have two references complete the recommendation letter. One reference **MUST** be a RLO/Edgewood Commons staff member.
3. Interviews will take place on March 11th, 2012.

RAs must be in at least their second semester at FSU and must have a minimum 2.5 cumulative GPA and at least a 2.3 GPA for the previous semester.

RA REMUNERATION

- Single Room Waiver (as space permits), 14 Meal Board Plan and \$100 bonus dollars (Residence Life Office Only)
- Single Room in a four bedroom apartment, the Snack Size (60 meals/semester + \$150 Bonus) voluntary meal plan, and have the opportunity to work hours at our front desk for minimum wage (Edgewood Commons Only)
- Various leadership training opportunities (Staff Developments, semesterly RA Trainings In-Services, University Committees, etc.)

RA TRAINING

To prepare new Resident Assistants to meet the demands of this position, we will bring you back to school early for RA training. If you are unable to do this training you will be ineligible for the RA position.

Resident Assistant Job Description

General Description:

Resident Assistants (RAs) are the main work force of the Residence Life Office and Edgewood Commons. They are undergraduate or graduate students who live on the individual floors of the residence halls. The RA's major concern is to aid his/her residents in their adjustment to university life. The RA is responsible for informing residents of the various rules and regulations as well as providing information concerning University resources and programs. There will be one RA in each building on duty each night to assist residents with any of a variety of problems, including personal counseling, information or discipline.

Educational Responsibilities

1. Through interest in self-growth, serve as a role model for other students, both academically and socially.
2. Provide programming for the residents to assist in their educational and social development.
3. Support and assist the Hall Councils.
4. Be familiar with, support and uphold the regulations, policies and procedures of the University and be able to explain them to students.
5. Serve as a peer "helper", making appropriate referrals to other offices and/or agencies for students needing specialized assistance.
6. Assist residents in recognizing the role they play within their community and foster their understanding of individual differences.
7. Encourage responsibility for one's actions.

Administrative Responsibilities

1. Participate in "on-duty" functions including but not limited to, rounds, building and office hours during duty shift.
2. Assist with the opening and closing of your residence hall before and following all breaks (vacations) and at the end of each semester.
3. Disseminate and post information and give clarification and rationale when appropriate.
4. Be familiar with emergency procedures and respond positively in situations related to the safety of the residents.
5. Report maintenance repair requests and damages through the University work order system in a timely manner.
6. Complete room condition reports prior to opening and at closing of the halls and in conjunction with room changes during the year.
7. Participate in Residence Life & Edgewood Commons functions such as room lottery, room changes, etc.

Developmental Responsibilities

1. Develop a personal schedule which maintains perspective and emphasizes your academic work first, your RA responsibilities second, and your social and special interests third.
2. Participate in a staff-training program prior to the beginning of the academic year, after Winter break, as well as in-service training sessions during the school year.
3. Develop one's identity as part of the Residence Life & Edgewood Commons Staff, sharing responsibilities, ideas and approaches with the team and supporting one another's efforts whenever and wherever possible.

4. Attend weekly meetings and 1-on-1 meetings (as needed) with your Resident Director/Head Resident and RA staff members.
 - A. Gather information to take back to students.
 - B. Communicate ideas and concerns representing your resident students.
 - C. Exchange news and information.
 - D. Discuss areas of concern.
 - E. Assist the staff in problem solving.
 - F. Consistently work toward building staff unity.
 - G. Give constructive feedback to staff members.
 - H. Plan Programs

5. Administrative duties
 - A. See that signs are made and posted to communicate information to residents.
 - B. Conduct floor/wing meetings.
 - C. Seek suggestions/input from residents as well as other staff members.
 - D. Inform your RD/HR of all hall/floor/wing business.
 - E. When "on-duty", go through building to check public areas for needed repairs (e.g., light bulbs needing replaced, broken furniture, broken windows, missing furniture, fire extinguishers needing recharged or missing, etc.).
 - F. Complete Occupancy Reports

Resident Assistant Involvement

All RAs are eligible for involvement in co-curricular organizations (as member or officer), academic activities and/or off-campus employment. Due to the demands of the Resident Assistant positions, encouragement will not be given to any activity requiring the investment of ten or more hours per week. All RAs must complete an Involvement Contract with their RD/HR. Approval from your Assistant Director must be received prior to the beginning of the semester.

Involvement should not:

- A. Interfere with minimum position requirements as outlined by the Position Description, RA Contract or any additional requirements established by HR/RD or Assistant Director.
- B. Interfere with RA's ability to maintain established GPA requirements (2.3 semester, 2.5 cumulative).
- C. Interfere with any training or in-service attendance requirements.
- D. Violate Involvement Contract guidelines.

Hall Opening and Closing Policy

RAs are required, as a part of their job responsibilities, to assist in hall openings and closings and, if necessary, to stay until the last resident has left. RAs must check out with their RD/HR at the end of each semester.

Time Away

RAs are advised to take off at least one weekend a month. Requests for weekends away from building must be approved by your RD/HR. Other RAs should be informed sufficiently in advance when you have received approval for a weekend away. Any duty responsibilities must be taken care of prior to departure.

Frostburg State University

Frostburg State University Residence Life Office & Edgewood Commons • 101 Braddock Road • Frostburg, MD 21532

Resident Assistant Application Fall 2012

Personal and Contact Information

Name: _____ Student ID Number: _____
First Middle Last

Date of Birth: ___ / ___ / _____ Sex (Circle One) Male Female

On-Campus Hall and Room Number: _____

E-Mail Address: _____

Permanent Mailing Address

_____ Phone (_____) - _____ - _____
Street/Mailbox Number City State Zip Code

Summer Mailing Address (if different)

_____ Phone (_____) - _____ - _____
Street/Mailbox Number City State Zip Code

Cell Phone Number: (_____) - _____ - _____

Student Information

Class (FR, SO, JR, SR) _____ Expected Graduation Date _____

Major _____ Minor _____ G.P.A. _____

Hours Completed to Date _____ Semesters Lived on Campus _____

Which residence halls have you lived in? _____

Have you applied for an RA position in the past? Y N
If so, when? _____

Which area would you prefer to be considered for (please circle all that apply):
Freshmen Upperclassmen Apartments

Judicial and Legal Questions

Have you ever been on University probation? YES or NO

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

Are there any criminal charges pending against you currently? YES or NO

If you answered yes to any of the above, please explain in detail below: _____

Complete and Sign on the Reverse Side

Frostburg State University RA Application

Written Responses

Please provide answers to the following questions on a separate piece of paper. All answers should be typed and stapled to your application.

- What interests you about the RA position? What do you feel you can offer to other staff members?
- What are your goals for the upcoming year both A) personally and B) as a Resident Assistant and how are you planning on achieving these goals?
- What skills have you developed that could assist you in the RA position?

Signature of Agreement / Release

Resident Assistant staff is a vital part of the Frostburg State University community, and consequently, are held to very high standards and guidelines. While not inclusive of all requirements, the following statements cover some of the primary expectations and duties of the Resident Assistant staff. **Please read and initial each statement indicating your understanding of the following expectations.**

- ___ All Resident Assistants are required to return to campus for Fall 2012 Training **no earlier** than August 16th at 5pm
- ___ All staff are required to attend all staff meetings and required in-services as outlined by their supervisor.
- ___ Staff is expected to enroll in at least 12 credit hours, unless otherwise approved by the Director and must maintain a minimum G.P.A. of 2.5.
- ___ Upon accepting a position, each applicant must sign a contract which confirms that the staff member understands their responsibilities as stated in the job description and is willing to carry them out for the remuneration stated on their contract.

Your candidacy will not be reviewed until all materials are received, including letters of recommendation. In accordance with the Family Privacy Act of 1975, unless previously waived, all application materials will be made available to the applicant upon request. Signing below indicates that you understand and agree to the guidelines listed above as well as responsibilities outlined in the Resident Assistant Job Description.

By submitting your application, you are verifying that all information listed in your application is true to the best of your knowledge. By signing this application, you are authorizing the staff to review your G.P.A., class standing, any conduct files you may have with the Judicial Affairs office and to solicit any further information from your listed references. We respect your privacy and will not divulge any information in this application to other parties. We appreciate your time and interest in the Resident Assistant position.

Applicant Signature: _____ **Date:** ___ / ___ / _____



Resident Assistant Recommendation Form

Applicant Name (Please Print): _____

The name of the person above is applying for a Resident Assistant position with the Residence Life Office/Edgewood Commons at Frostburg State University. We appreciate you taking the time to fill out this **two-sided** evaluation form.

Position Description: The Resident Assistant is a paraprofessional staff member for the Residence Life Office and Edgewood Commons. The position involves multiple roles and responsibilities as he/she works with all of the Residence Life staff in building a community that is conducive to meeting the needs of both the student and the university. These roles and responsibilities include assisting and advising residents, mediating roommate conflicts, planning and implementing programs and activities, responding to emergencies, enforcing policies, and assisting with the administrative functions of their assigned community. As a student, the Resident Assistant lives and works with a group of residents in an assigned floor of a residence hall. The Resident Assistant works closely with and is directly responsible to their Resident Director/Head Resident and their Assistant Director.

Instructions: Please circle and comment on each response that most closely reflects your observations of this applicant. Remember to complete both sides of this form.

1) **Ability to accept and integrate new ideas:**

EXCELLENT GOOD ADEQUATE POOR NOT OBSERVED

Comments:

2) **Ability to accept and respect values and lifestyles of others:**

EXCELLENT GOOD ADEQUATE POOR NOT OBSERVED

Comments:

3) **Ability to communicate effectively; listening and expressing self:**

EXCELLENT GOOD ADEQUATE POOR NOT OBSERVED

Comments:

4) **Does this applicant portray a positive, friendly, and enthusiastic attitude:**

EXCELLENT GOOD ADEQUATE POOR NOT OBSERVED

Comments:

5) **Awareness of his/her own limits; strengths and weaknesses:**

EXCELLENT GOOD ADEQUATE POOR NOT OBSERVED

Comments:

6) **Possesses sense of commitment and reliability:**

EXCELLENT GOOD ADEQUATE POOR NOT OBSERVED

Comments:

7) **Effectiveness in working with others; respect others views:**

EXCELLENT GOOD ADEQUATE POOR NOT OBSERVED

Comments:

Overall Evaluation/Comments: (Please use additional paper if necessary.)

HIRE

HIRE WITH RESERVATIONS

DO NOT HIRE

Below please provide a brief written statement to support why you would or would not hire this applicant as a Resident Assistant at this time:

The above reference was completed by:

Print Name: _____

Signature: _____

Title: _____

Address/Office: _____

Date: _____

Telephone: (_____) _____

How long have you known the candidate? _____

Thank you for your assistance. Please mail or fax this form to: Residence Life Office
Attn: LaToya E. Haynes, Assistant Director
Frostburg State University
101 Braddock Road
Frostburg, MD 21532
Fax (301) 687-7641 (remember to fax both sides)

Recommendation Forms are due to the Residence Life Office by 12pm on Wednesday, March 1, 2012



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HIRE WITH RESERVATIONS

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The above reference was completed by:

Print Name: _____

Signature: _____

Title: _____

Address/Office: _____

Date: _____

Telephone: (_____) _____

How long have you known the candidate? _____

Thank you for your assistance. Please mail or fax this form to:

Residence Life Office
Attn: LaToya E. Haynes, Assistant Director
Frostburg State University
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