



Dalton State College
Office of Residential Life
Resident Assistant Application

RESIDENT ASSISTANT JOB DESCRIPTION

The Resident Assistant is a paraprofessional staff member for the Office of Residential. Under the supervision of the Office of Residential Life, the Resident Assistant is the closest and most vital link with the residents of the buildings. The duties of the RA are many and varied, requiring an average of 10 hours/week. RAs are required to be a positive representation of the college. The position includes opportunities and responsibilities that lie in the areas of Staff Development and Teamwork, Interpersonal Skills, and Administration Skills. The RA position needs to be prioritized following academic responsibilities (i.e., in-class time, internships, practicums). All outside employment must be reviewed and approved by the Office of Residential Life. RAs will be required to submit a comprehensive schedule upon the beginning of each term.

The main qualifications for the position are:

- An honest desire to be of service to your fellow residents and to support Residential and Student Life policies
- Minimum of one semester living in an on-campus environment
- A GPA of 2.5 or above with a minimum of 18 hours earned at Dalton State College
- Willingness to operate as a "team" member
- The time to devote to the position

STAFF DEVELOPMENT AND TEAMWORK

- Work consistently towards the fulfillment of the Residential Life goals and objectives.
- Participate in the RA Training Program held prior to Fall Semester and in-service training throughout the semester.
- Attend and contribute to weekly staff meetings and individual supervisory meetings.
- Conduct self as a productive staff member, maintaining a positive attitude towards the position and Residential Life program. Including but limited to maintaining appropriate and professional online community profiles and pages, including Facebook, Twitter and MySpace
- Support decisions and actions of other staff members. Address concerns in private, in a timely manner, with assistance as appropriate.
- Participate fully in staff development opportunities.
- Accept and provide staff with timely feedback and information.
- Work cooperatively with College Support Services and Staff.
- Direct concerns, questions and/or problems to the appropriate individual(s).
- Resolve conflicts in a professional manner.

INTERPERSONAL SKILLS

- Demonstrate an ability to listen to others and to reflect an empathetic attitude.
- Demonstrate knowledge of referral options (counselors, academic resources, Public Safety, etc.).
- Respect students' needs and rights to confidentiality.
- Take a proactive approach in knowing residents and being aware of problems that may exist.

- Maintain a responsible level of availability for serving the needs of the residents.
- Create an atmosphere of courtesy, respect, and consideration among residents through personal contact.
- Adopt and project a genuine concern for the residents' well being.

ADMINISTRATION SKILLS

- Complete at least the minimum amount of programs required for the semester.
- Perform office duties, which include helping residents, making rounds, documenting in the RA Log, and completing disciplinary reports.
- Explain, support, follow and enforce the policies and regulations of the Office of Residential Life Dalton State College.
- Encourage by example the principles of individual responsibility.
- Inform and explain to residents the policies and regulations of Residential Life.
- Take a professional and trained approach when dealing with behavior or policy violations that disrupt the normal living and learning environment.
- Submit written reports when required and requested, including (but not limited to) maintenance requests, room inspections/check-in and check-outs, incident reports. Post materials regularly in designated locations in the residence areas.
- Supervise the use of Residential Life property and facilities, opening and closing at the correct time.
- Assist with administrative procedures such as room changes, room inspections, and reports conducted by the Office of Residential Life.
- When on duty, respond to all phone calls immediately.
- Be responsible for general cleanliness of building.
- Check staff box and emails on a daily basis. Respond within 24 hours where applicable.
- Know and follow the emergency procedures as stated in the Staff Manual and by the Director of Residential Life.
- Report individual emergencies to the professional Residential Life staff member on call promptly.
- Each RA will meet with the Director of Residential Life or the Assistant Director on a weekly or biweekly basis to assess job performance and assist with their development.
- Every semester each RA will be evaluated to determine their position for the next semester.
- Assume duty on weeknights and weekend duty on a rotating basis with other staff members. Be available for additional duty when necessary, i.e. special events, period problems etc.
- Assist with the evaluation and selection processes of the total Residential Life program.
- Perform other duties assigned by the Office of Residential Life.
- **Communication and availability are required!!!!**

The Resident Assistant position at Dalton State is an appointment for a full-academic year, including time commitments for preparatory training and commencement. If, at any time during the year, it is determined that an RA is not performing their duties, they will be removed from the RA position.

As a part of the Residential Life staff, your compensation package will consist of: a free apartment, leadership experience, team building, crisis management training, time management, conflict mediation, diversity training, and invaluable leadership experience.

RESIDENT ASSISTANT APPLICATION

Please fill out the following application and two (2) personal reference forms. All materials must be returned to the Office of Residential Life no later than Friday, March 30, 2012

GENERAL INFORMATION

Applicant Full Name: _____ DSC id: 9000 _____

Gender: _____ Date of Birth: _____ Email Address: _____@daltonstate.edu

Mailing Address: _____ Apt # _____

City: _____ State: _____ Zip: _____

Cell Phone/Best Number to Reach You: _____ Other Telephone: _____

Do you currently live in Wood Valley: Yes ___ No ___ T-Shirt Size: _____

ACADEMIC INFORMATION

Academic Major/Minor: _____ Classification (circle one) FR SO JR SR

Does your academic program include an internship, student teaching, or field placement? ___Yes ___No

Expected Date of Graduation (month/year): _____ Number of credits completed at time of application: _____

Previous Semester GPA: _____ Cumulative GPA _____ (2.5 is required for both averages)

EXTRA-CURRICULAR INFORMATION

List any extracurricular activities that you have been involved in while a student at DSC that would benefit this position. Include any student organizations, residence hall involvement, service work, etc.

Activity (office held, if any)	Semester and Year
_____	_____
_____	_____
_____	_____
_____	_____

INFORMATION

1. Have you ever held a RA or similar position (camp counselor, scout leader, group leader, etc.)?

Yes ___ No ___ When: _____ Where: _____

Comments: _____

2. Have you had any special training or classes, which would be of benefit to you in this position (first aid, lifesaving, CPR, Contact, etc.)?

List: _____

3. Do you plan to engage in any activity (employment, professional organizations, clubs, athletics, etc.), which would affect, positively or negatively, your ability to fully perform the duties of a Resident Assistant?

Yes ___ No ___

Comments: _____

Anticipated class load for the 2012-2013 school year: Hrs. for Fall 12 _____ Hrs. for Spring 13 _____

What (if any) commitments or obligations do you expect to have next year (the time period you would like to be a RA)? Include jobs, student teaching, major campus leadership positions, etc.

The Resident Assistant position is a very important one on campus. It is expected that the Resident Assistant's responsibilities have precedence over all other activities except the student's academic program.

Please list any full time, part time, or summer work experience.

Employer

Position

Dates

Relevant Responsibilities:

Employer

Position

Dates

Relevant Responsibilities:

Employer

Position

Dates

Relevant Responsibilities:

SELF ASSESMENT

Rate yourself on a scale of 1 to 5 in each of the following categories:

5= superior, 4= above average, 3= average, 2= needs improvement, 1= below average

- | | | | | | |
|--|---|---|---|---|---|
| 1. How well do you relate to other students (individuals and groups)? | 1 | 2 | 3 | 4 | 5 |
| 2. How well do you initiate contact between yourself and other students? | 1 | 2 | 3 | 4 | 5 |
| 3. Do you have the ability to express yourself in terms or organizing ideas and communicating with others? | 1 | 2 | 3 | 4 | 5 |
| 4. Do you believe that you are sensitive to others and acceptable of diverse lifestyles and backgrounds? | 1 | 2 | 3 | 4 | 5 |
| 5. Do you believe that you are dependable, responsible and conscientious? | 1 | 2 | 3 | 4 | 5 |
| 6. Do you feel that you are a positive influence upon those you interact with? | 1 | 2 | 3 | 4 | 5 |
| 7. Do you have good time management? | 1 | 2 | 3 | 4 | 5 |
| 8. How do you deal with authority? | 1 | 2 | 3 | 4 | 5 |
| 9. Do you perform well under pressure? | 1 | 2 | 3 | 4 | 5 |

GPA AND STUDENT CONDUCT STANDING

To be considered for an RA position and continue in the position, eligible students must maintain a cumulative GPA of 2.50 or above and be in good student conduct standing. The Office of Residential Life must be able to check this information in order to consider you for a position.

By signing below, I hereby give my permission for the Office of Residential Life to verify my GPA and review my student conduct standing in support of my application for the Resident Assistant position. I certify that the information I have submitted is accurate, my own, and the truth to the best of my knowledge.

Applicant's Signature: _____ Date: _____

REFERENCES

Please provide the names and requested information for two professional references (no family member or friends) below. Indicate each reference's relationship to you (i.e. current professor, former instructor, current RA, etc.). Make sure your references complete the appropriate forms at the end of this application and that these are also turned in to the Office of Residential Life by the application deadline of Friday, March 30, 2012.

Reference #1:

Name:

Title:

Relationship to you:

Telephone:

E-mail:

Reference #2:

Name:

Title:

Relationship to you:

Telephone:

E-mail:

BACKGROUND INFORMATION

Have you ever been charged with a criminal offense, other than a minor traffic violation? ____ Yes ____ No

(If yes, please explain on a separate sheet of paper. Failure to disclose or falsification of information is grounds for dismissal.)

I, _____, understand that any false statement in this application, including the essay questions, or failure to give any material information requested may be cause for removal from the selection process. I understand that my signature below authorizes Office of Residential Life to review my disciplinary, academic, , rental history, and criminal records; and that a background check may be completed. I also understand that if appointed, the period is for one year and reappointment for the subsequent year is not guaranteed. I also understand that an employment review will be conducted after each semester.

Applicant's Signature: _____ Date: _____

SHORT ANSWER (Please limit all responses to approximately 100 words, no additional pages)

Please state your reasons for applying for the Resident Assistant position and any special qualities or skills which you have that you feel would help you to be effective in the RA position. Also include your thoughts regarding the relationship of this position to your future goals.

1. Why would you make a good resident assistant? Please include what you feel you can contribute to the department and what you hope to gain if selected.

2. Describe some skills you developed in other jobs and organizations that you feel are transferable to the RA position.

3. Please list any other information that you feel might be necessary to your Resident Assistant application.



Dalton State College
Office of Residential Life
Personal Reference

To Reference Writer:

_____ has applied for the Resident Assistant (RA) position at Dalton State College. The Office of Residential Life employs mature, flexible, and hardworking students as Resident Assistants. The RA experience can be a powerful time of growth and development for the selected staff, as well as an opportunity for these students to influence the lives of their peers. Your open and honest responses to the items below will help us to make the difficult decisions ahead of us. This reference form is used as an aid to assist us in hiring the most qualified candidates.

Candidates cannot be evaluated until all references have been received. Your assistance in completing this candidate reference and returning it in a prompt manner will assist the candidate. Taking into consideration the responsibilities of our staff members as well as your knowledge of the candidate's strengths and weaknesses, please describe why you feel this candidate should or should not be considered for this position.

Unless the candidate has signed the Waiver of Access to Reference, then he or she may view your letter upon request. Once the form is completed, please place it in an envelope, seal it, and sign your name over the envelope flap to ensure the reference has not been tampered with or altered and return it to the Office of Residential Life **no later than 5PM on Friday, March 30, 2012.**

To the Candidate:

The Family Education Rights and Privacy Act of 1974 allows a candidate for employment to waive his or her right to access confidential letters or statements written on his or her behalf, if the reference is used solely for the purpose of employment and if the candidate, upon request, is notified of the names of all persons. Candidates have the option of signing such a waiver.

I hereby waive my right of access to this reference and appropriate attachments, which have been written by: _____ on behalf of my application for employment. This waiver is effective only insofar as the reference is used solely for the purposed stated above.

Candidate's Signature: _____ Date: _____

I do not waive my right of access to this reference letter.

Candidate's Signature: _____ Date: _____

Name of Reference: _____ Title of Reference: _____

Date: _____ Phone Number: _____

How well do you know the applicant? _____ Slightly Well _____ Fairly Well _____ Very Well

In what capacity do you know the applicant? _____

1. Describe the candidate's ability to work with people regarding areas such as cooperativeness, communication skills, assertiveness, and personality.

2. Describe the candidate's ability to function in the Resident Assistant position. Give special consideration to the candidate's initiative, responsibility, motivation, creativity, dependability and potential.

3. How does the applicant respond to receiving direction and criticism?

Please rate the applicant according to the following criteria by circling the number you feel represents the applicant most appropriately. Feel free to write comments in the space provided. If you feel uncomfortable rating a particular criteria, you do not have to provide a rating for that particular skill.

5=Superior 4=Above Average 3=Average 2=Below Average 1=Poor

5 4 3 2 1 **Leadership:** The ability to take responsibility; to inspire others and lead activities; to facilitate group interaction

5 4 3 2 1 **Organization:** The ability to prioritize tasks; the ability to manage time wisely.

5 4 3 2 1 **Temperament:** The ability to maintain a positive outlook and realistic perspective.

5 4 3 2 1 **Initiative:** Self-motivation; ability to set and accomplish goals; need for supervision.

5 4 3 2 1 **Interpersonal Skills:** Ability to work with others; sincerity; cooperation; sensitivity to the needs and feelings of others; the ability to work with a supervisor.

5 4 3 2 1 **Diversity:** Ability to work and live with a diverse population.

5 4 3 2 1 **Responsibility:** The degree to which the applicant is dependable, prompt, accurate, and complete.

5 4 3 2 1 **Communication:** The ability to comprehend ideas; to read, write, speak, and listen effectively; ability to convey ideas to others

5 4 3 2 1 **Maturity:** Common sense; self awareness; judgment; integrity; ability to deal with a wide range of personalities.

5 4 3 2 1 **Emotional Stability:** The direction and control of emotional response; manages emotions effectively; ability to manage stressful situations; general disposition and predictability.

Based on my assessment of this applicant regarding the content of this form and my personal/professional interaction with the applicant, I would:

___ Highly recommend candidate ___ Recommend candidate ___ Not recommend candidate

Signature: _____ Date: _____

Print Name: _____ Title: _____

Return To:
Dalton State College
Office of Residential Life
Attn: Jonathan L. Johnson
650 College Drive
Dalton, GA 30720