Student Services

CNR Wisdom for life.

Student Development

Resident Assistant Application

Dear Applicant:

Thank you for your interest in the **Resident Assistant position.** As you may know the position is highly competitive and the Office of Student Development is looking for individuals who will be dedicated to their position and have a passion for helping others. To help us find eligible candidates there are a number of requirements.

Requirements:

- Enthusiasm, strong interpersonal skills, communication skills, and leadership skills
- Cumulative G.P.A. of 2.8
- A Clean Judicial Record
- 1 year as a CNR student
- Willing to work no more than 15 hours a week outside of the R.A. position
- Willing to attend all training dates
- Willing to stay later during holidays and breaks

Application Guidelines:

1. You must complete all 7 missions in order for your application to be considered complete.

2. Complete and sign the application. Submit the application to the Student Development Office by **March 22, 2013 at 5 p.m.**

3. Have <u>three</u> completed reference forms forwarded to Lisa Tufariello, Residence Life Coordinator.
   - One reference from your **Current R.A.**
   - One reference from a **CNR faculty or staff member**
   - One reference from a **current or previous employer**

4. Please return your completed application to the **Office of Student Development in SSC Room 231.**

5. Interviews will be scheduled for all applicants who meet the academic/judicial position requirements. You must contact Lisa Tufariello at (914) 654-5862 to schedule your individual interview time. You should dress in business attire and be sure to arrive on time.

6. Your creative presentation must also be presented during your interview. The presentation should be 3 – 5 minutes long and will be presented to a panel of Student Services Staff Members. You will have the opportunity to creatively show them who you are and what makes you a great candidate for the R.A. position.

RESIDENT ASSISTANT JOB DESCRIPTION

Reports to: Student Development Professional Staff
Classification: Part-time paraprofessional student employee

Conditions of Employment:

- Must be a full-time (12 credit hours) matriculated undergraduate or graduate student at The College of New Rochelle.
- Must maintain a minimum GPA of 2.8, a 3.0 is preferred for each semester of employment, as well as a cumulative GPA of 2.8, 3.0 preferred. If a Resident Assistant has a GPA below 2.8, they will then be placed on probation within the Office of Student Development. They will have one (1) semester to bring their GPA to above the 2.8 minimum to maintain their appointment as a Resident Assistant.
- Academic probation by your school will result in dismissal from the RA position.
- Time commitments such as additional employment, internships, leadership in student groups & student teaching must be discussed with your supervisor.
- Must be willing to live by and support the philosophy and policies of CNR, and to accept the responsibilities of the Resident Assistant position.

Resident Assistant Position Responsibilities:

I. **Community Building** ~ The Resident Assistant will:

- Provide assistance to residents and families during move-in and move-out
- Become familiar with the residents in her/his assigned wing
- Be available to her/his residents and spend time in her/his assigned wing
- Expected to be available on nights and weekends throughout the academic year
- Work to establish community in her/his assigned wing and building
- Help residents learn civility and gain an understanding of diversity
- Be knowledgeable about campus and community resources and work to network and connect residents to those resources
- Work with roommates/suitemates to effectively resolve conflict
- Plan and implement three (3) programs a semester using the "Wellness Wheel" model. One program must be held on a Friday night or Saturday each semester
- Encourage residents to get involved in campus events and organizations
- Conduct monthly floor meetings with residents to share information and promote community development
- Be aware of and proactively address trends and community needs
- Be aware of, consistently uphold and personally adhere to College policies and regulations
- Promote the mission of The College of New Rochelle
- Serve as a role model of positive behavior to residential students at all times
- Treat residents, fellow staff members, College employees, parents and all others with respect and dignity at all times

II. **Staff Relationships** ~ The Resident Assistant will:

- Maintain a positive attitude and a constructive approach to the Resident Assistant position at all times
- Work under the supervision of, and in close cooperation with the Residence Hall Director
- Attend weekly scheduled staff meetings and one-on-one meetings with the Professional Staff
- Attend and participate in the Summer and Winter Leadership Education and Empowerment Program sessions
- Attend "All-Staff Meetings" held once a month during the fall/spring semester

- Communicate regularly with their immediate supervisor, and keep them informed about issues and concerns in assigned area
- Support and cooperate with the efforts of other campus departments (e.g. Enrollment Management, Safety & Security, Maintenance & Housekeeping, Campus Ministry, Wellness Center, Career Counseling Services, etc.) to enhance the living and learning experience of The College of New Rochelle's students
- Hold other staff members accountable to the College's policies and practices

III. **Handling Information ~** The Resident Assistant will:

- Address behavior that may be in violation of the College's Residence Life policy, or Student Code of Conduct and submit detailed reports documenting such behavior
- Enforce Residence Life policies consistently and objectively
- Maintain strict standards of confidentiality at all times as per set guidelines.
- Always use the master key appropriately
- Submit all departmental paperwork completely, accurately, and in a timely fashion
- Be familiar with and able to communicate emergency procedures

IV. **Administrative Responsibilities ~** The Resident Assistant will:

- Serve as on-duty staff on a rotating basis providing weekday and weekend coverage
- Participate in opening and closing procedures during College breaks and holidays (these will require you to stay late and/or return to campus early)
- Maintain bulletin boards and door/wing decorations
- Remain on campus during designated times – Family Weekend, Strawberry Festival, R.A. Selection, Room Selection, Special Enrollment Management Events, etc.
- Assist in preparing residence halls for move-in
- Report maintenance issues appropriately and expeditiously to your immediate supervisor and follow up with residents
- Conduct periodic health and safety inspections
- Respond to and assist with emergencies in the residence hall, whether or not you are on duty
- Check e-mail, voicemail and ANGEL daily
- While on weekday or weekend duty you must be on campus from 5 p.m. to 9 a.m. in your room or available by phone should a resident or staff member require your assistance
- Complete any other tasks, duties, or responsibilities assigned by the Student Development Staff and/or Vice President for Student Services

Remuneration:

- Stipends are paid in 2 increments a semester. You must be current on all paperwork and programming requirements.

    - RA for two semesters or less: Single room & $550 stipend per semester
    - RA for more than two semesters: Single room & $750 stipend per semester

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Resident Assistant Application

Last Name: _____ First Name: _____ D.O.B.: ____/____/___

Current Campus Address: _____

Voice Mailbox: _____ Mobile Phone: (____) _____ -_____

School (please circle): **SAS** **SON** **GS** Class Year (please circle): **FR** **SO** **JR** **SR**

Major: _____ Minor: _____

Current Overall G.P.A.: _____G.P.A. Last Semester: _____ (These will be confirmed with the Registrar.)

Anticipated Graduation Date: _____

Number of Semesters Completed (include this semester): _____

Number of Semesters Residing on Campus (include this semester): _____ Commuter Student___

Have you previously applied for the position? No____ Yes____ If Yes, When? _____

Please list all activities you have participated in or will participate in at CNR. Include any offices you have held.

Dates of Involvement	Organization	Position(s) Held

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#Live #Laugh #Lead at CNR MISSIONS

Below is a description of your missions. Each mission needs to be completed and submitted with your application to the Office of Student Development. You will not be considered in the selection process if you fail to complete your missions by the deadline. All journal entries should be typed. Keep in mind that spelling and grammar do count! Good luck!

1. Please contact Lisa Tufariello at ltufariello@cnr.edu to be assigned your CNR R.A. Coach.

2. You must attend at least 2 CNR programs and/or R.A. programs. You must complete a journal entry for each program attended that state why you chose that particular program, what you learned from the program, your thoughts on the execution of the program, how the program assists in the building of community, and how you would improve upon the program.

3. Spend at least one hour on weeknight duty with your CNR Coach in your residence hall. This must include completing a round of the building with the R.A. on duty and filling out the following paperwork:
    a. An R.A. Duty Log
    b. A fictional incident report

4. Fill out a program proposal for a program that you would like to execute in the future. You must create a flyer.

5. Take an existing flyer that you think could have been created better and improve upon it.

6. Submit a formal résumé. If you need assistance with the format of your résumé, contact the Career Development Office at ext. 5568 or visit their office in SSC Room 212 or 216.

7. Please type a journal entry answering the following questions:

    a. Why do you want become a Student Development staff member?
        i. What qualities do you have that would add to the Student Development staff?

    b. After talking to R.A.'s and getting a feel for what the job is like, what is your view of the R.A. position?

    c. Find out three facts about three different R.A.s who are not from your cultural background and address the following in the journal entry:
        i. How does having a diverse R.A. staff add to the community in the residence halls?
        ii. What was one situation the R.A. has confronted where being from another cultural background helped?

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Resident Assistant Reference Form

Waiver Option: The Family Educational Rights and Privacy Act of 1974 open many students' records for student inspection. The law also permits the student to sign a waiver relinquishing her right to inspect letters of recommendation. The applicant's signature below constitutes a waiver. No signature means the student will have the right to read this recommendation. **Please forward to the Student Development Office in SSC 231 by March 22, 2013.**

_____ _____

Applicant's signature Date

The above mentioned applicant has applied to be a Resident Assistant at The College of New Rochelle. Resident Assistants live on a particular floor and work closely with the Residence Director throughout the academic year. Resident Assistants are selected based upon their ability to assist students in adjusting to the college environment. They plan social activities and are responsible for promoting an atmosphere conducive to academic, social & community growth and development. We are seeking candidates with positive attitudes, leadership potential, a willingness to learn and take reasonable risks.

1. Skills and Interest in Working with People

Excellent Good Average Poor Not Applicable

2. Ability to Multi Task

Excellent Good Average Poor Not Applicable

3. Individual Motivation/Initiative

Excellent Good Average Poor Not Applicable

4. Organizational Skills

Excellent Good Average Poor Not Applicable

5. Communication Skills

Excellent Good Average Poor Not Applicable

6. Leadership Capability

Excellent Good Average Poor Not Applicable

7. Ability to Cooperate with Others

Excellent Good Average Poor Not Applicable

8. Stress Management

Excellent Good Average Poor Not Applicable

9. Administrative Skills

Excellent Good Average Poor Not Applicable

10. Time Management Skills

Excellent Good Average Poor Not Applicable

11. Attitude

Excellent Good Average Poor Not Applicable

12. What in your opinion are the applicant's strengths in reference to the position?

13. What areas of concern or limitations do you feel the applicant possesses in reference to the position?

14. Do you feel this student can relay CNR's mission and vision of Catholic social teaching? Why or why not?

15. Additional comments:

OVERALL RECOMMENDATION:

____HIGHLY RECOMMEND

____RECOMMEND

____ RECOMMEND WITH RESERVATIONS

____ DO NOT RECOMMEND

Signature_____ Date_____

Print Name_____ Phone_____

Title/Position_____

Relationship to Applicant_____

Please return to:
Lisa Tufariello
The College of New Rochelle
29 Castle Place/SD Office, SSC Room 231
New Rochelle, NY 10805
Phone: (914) 654-5862 ~ Fax: (914) 654-5866

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