

# Returning Resident Assistant Application For the 2009-2010 Academic Year

RESIDENTIAL LIFE OFFICE  
225 Hamilton-Williams Campus Center  
Delaware, OH 43015  
PHONE: (740) 368-3175  
FAX: (740) 368-3174  
EMAIL: reslife@owu.edu

PLEASE PRINT AND USE INK

## A. PERSONAL INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ ID #: \_\_\_\_\_ HWCC Box #: \_\_\_\_\_

Campus Address (Hall & Room #): \_\_\_\_\_ Email Address: \_\_\_\_\_

Campus Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Gender: M F

Academic Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

How many semesters have you lived on-campus? \_\_\_\_\_

Current Class Year:  Freshman  Sophomore  Junior  Senior

Do you plan to study on-campus at OWU for both the Fall 2009 and Spring 2010 semesters?  Yes  No  
If no, please explain here (e.g. study abroad, early graduation, etc.): \_\_\_\_\_

## B. SUBJECTIVE QUESTIONS

Please provide answers to the following questions on a separate, typed sheet of paper.

1. What commitments, if any, would you expect to have during the next academic year if you are re-hired as a Resident Assistant (e.g. clubs/organizations, Greek life, athletics, co-curricular activities, second jobs)?
2. Based on your experience in the Resident Assistant role, please list the strengths and weaknesses that you feel you possess in the following areas (please provide examples): *Role Model, Community Builder, Team Member, Policy Enforcer, and Administrator.*
3. In what ways have you grown professionally and personally since assuming the RA position? How would you continue to grow in this position?
4. What contributions would you make to the Residential Life staff as a returning Resident Assistant?
5. If you could recommend some changes or improvements to the RA position, what would they be?

---

**C. RESIDENCE HALL PLACEMENT**

When it comes to RA selection, we will place you in the residence hall where your strengths and expertise will be best utilized. We can not guarantee that you will be hired for a placement within your preferred residence hall. With that in mind, please rank the residence halls, from 1-7, according to where you feel your skills are the biggest asset (1=best fit for your qualifications).

- \_\_\_\_\_ **Stuyvesant Hall** (co-ed by suite; freshmen through seniors; rooms/suites with bathrooms)
- \_\_\_\_\_ **Hayes Hall** (all-female residence hall; freshmen through seniors; rooms/suites with bathrooms)
- \_\_\_\_\_ **Smith West** (substance free community; co-ed by suite; freshmen through seniors; rooms/suites with bathrooms)
- \_\_\_\_\_ **Smith East** (co-ed by suite, freshmen through seniors, rooms/suites with bathrooms)
- \_\_\_\_\_ **Welch Hall** (Honors residential community with 3.0 GPA requirement; 24-hour quiet hours, freshmen through seniors, rooms/suites with bathrooms)
- \_\_\_\_\_ **Thomson Hall** (Year One program for freshmen only, single sex by floor, community bathrooms)
- \_\_\_\_\_ **Bashford Hall** (Year One program for freshmen only, single sex by floor, community bathrooms)

**If you'd like to further explain your rankings, please feel free to attach this information at the end of your typed essay questions.**

**RAs selected for a living-learning community (either the Welch Hall Honors Program or the Year One program in Bashford and Thomson Halls) will have the opportunity to take on additional leadership responsibilities through the mentoring of residents, sponsoring of additional events and activities, and collaborating with other administrators and faculty. Is this an opportunity you would be interested in?       Yes  No**

---

**D. APPLICANT SIGNATURE**

*"I certify that the information provided on this application is true and complete to the best of my knowledge. I have read and fully understand the attached RA job description and I am able to comply with all training requirements and job responsibilities. I understand that my credentials will be verified by the Residential Life Office, including academic qualifications, judicial record, and/or any other publicly accessible information. I also understand that the Residential Life Office will consider information obtained from my performance evaluation, this application, my interview, and any other information contained in my employment file in making a decision. I have consulted with the Financial Aid Office regarding the impact this position will have on my financial aid package."*

---

Applicant Signature

Date

**This application form is due to the  
Residential Life Office, 225 Hamilton-Williams Campus Center,  
by 5:00 p.m. on Friday, December 19, 2008.**

**Each applicant will be invited to meet with the professional Residential Life staff members during an individual interview to take place between January 12-16, 2009. More information will follow in January regarding scheduling this interview.**

# OWU Returning Resident Assistant Job Description

## 2009-2010

### Minimum Qualifications

- **Returning RA applicants are considered based on their performance evaluation, application, interview, and any other information contained in their employment file located in the Residential Life Office.**
- Must be in good academic standing (including a 2.5 cumulative grade point average)
- Must be in good disciplinary standing
- Typically, RA candidates should be available for the full academic year (Fall 2009/Spring 2010). That being said, the Residential Life Office will occasionally re-hire students in the spring who will only be on-campus for the fall semester. Furthermore, current RAs can submit an application now if they intend to be away from campus for the fall semester, but would like to be considered for any possible spring vacancies.

### Terms of Employment

- The Residential Life Office should be considered the primary employer/extra-curricular activity. RAs must discuss and receive prior approval from their supervisor regarding all extra-curricular commitments beyond academics and the RA position (e.g. involvement in campus organizations, jobs, athletics, community service, internships, etc.).
- In complying with financial aid/payroll regulations, RAs are not eligible to hold a second “work-study” job on-campus. However, RAs can arrange to be employed in a second campus job if it is a non work-study position or can seek a second job off-campus. If RAs do plan to hold a second job, they must first receive prior approval from their supervisor and must limit their working hours to a maximum of 10 hours per week.
- RAs must maintain a minimum cumulative grade point average of 2.5.
- RAs are required to meet full time student status.

### Training Requirements

- All returning staff will be required to attend one training sessions held during the Spring 2009 semester: **Thursday, March 26, 2009, 6:00 p.m. – 8:00 p.m., Benes A (Hamilton-Williams Campus Center)**
- All residential life staff members must attend August training and participate in the opening of our residential facilities and New Student Orientation, which runs from **9:00 a.m. on Wednesday, August 12, 2009 through Sunday, August 23, 2009.**

*Note to Fall Athletes: It is important that you inform us now of your potential athletic requirements during the training and hall opening/orientation period (August 12, 2009 through August 23, 2009). We can then talk with you further about our specific expectations for you to attend training.*

- All residential life staff members must be available to return to campus by **9:00 p.m. on Thursday, January 7, 2010** for spring training.
- **Candidates who did not complete Psychology 295 in the Fall 2008 semester should consult with the Residential Life Office for further information.**
- In-Services will be held on a monthly basis through the 2009-2010 school year for continued training, professional development, and team-building.

## Job Responsibilities

- RAs are supervised by a professional Residential Life Coordinator, Student Residence Director, or the Assistant Director of Residential Life
- Some key responsibilities of the RA position are listed below:
  - ✓ Develop positive relationships with residents and build an inclusive and welcoming community within the floor and building
  - ✓ Spend time with residents individually and collectively through both informal and planned events and activities
  - ✓ Create door decorations for each resident at the beginning of each semester
  - ✓ Create interesting and informative bulletin boards on a monthly basis
  - ✓ Be available and approachable to residents on a regular basis and communicate with supervisor when away from the building
  - ✓ Communicate regularly with supervisor through e-mail, phone, staff mailbox, and bi-weekly meetings
  - ✓ Proactively address any needs or concerns of residents and make referrals to campus offices
  - ✓ Maintain confidentiality of sensitive information relating to students and staff
  - ✓ Act appropriately and be a positive role model for all students (following all policies found in the OWU Code of Student Conduct, as well as all local, state, and federal laws)
  - ✓ Participate in the RA evening duty rotation for the assigned hall/area
  - ✓ Confront and document policy violations and respond to emergencies that occur within floor or building
  - ✓ Work with residents to develop and enforce a set of community standards
  - ✓ Attend weekly staff meetings (2 hours in duration)
  - ✓ Assist in the opening/closing of residential facilities at the beginning and end of each semester, as well as at Thanksgiving break, semester break, and spring break
  - ✓ Remain on campus to fulfill closing responsibilities at the end of the year in May (**through Monday, May 10, 2010**)
  - ✓ Complete paperwork such as reports, work requests, and housing forms
  - ✓ Use master keys appropriately to assist residents who are locked out
  - ✓ Facilitate floor meetings with residents
  - ✓ **RAs assigned to the Welch Hall Honors Program or the Year One Living-Learning Community in Bashford or Thomson Halls:** Support the mission of the living environment through additional mentoring of residents, sponsoring of events and activities, and collaborating with other campus administrators.

## Job Benefits

- RA compensation includes:
  - ✓ Stipend based on # of years of service—First year: \$2,700; Second year: \$2,850; Third year: \$3,000
  - ✓ Stipend is paid every other week through the academic year
  - ✓ RAs receive a “double as a single” room at the double room rate
  - ✓ Meals provided during training periods
- Extra perks—special meals and outings, conference opportunities, early move-in times
- Acquiring important skills applicable to any possible career
- Valuable experience to add to your resume
- Opportunity to work with a great team of peers and professional staff members
- Rewarding personal and professional growth experience
- **Please note: If hired for an RA position, your financial aid package could be impacted. Please check with the Financial Aid Office to see if being an RA is something you can feasibly do while in college.**