



Fall 2014

Dear Housing Team Applicant:

Your interest in a Resident Assistant (RA) position is welcomed and appreciated by the University Housing Office. The RA position is an excellent opportunity for any out-going student who enjoys working with their college peers, desires a career in counseling or personnel areas, or wishes to supplement his/her college expenses.

As you progress through the selection process, keep in mind that your uniqueness, vitality, and enthusiasm are your best assets for a RA position --- use them well.

Enclosed in this Housing team packet are the Staff Selection Calendar, a Housing team application, 2 reference forms, and the RA job description.

To assist you in arranging your schedule to participate in the selection process, please consult the Staff Selection Calendar for dates and meetings you will need to attend.

Again, your interest is appreciated and best of luck during the selection process.

Sincerely,

Jennifer Ford
Assistant Director of Housing for Community Development

STAFF SELECTION CALENDAR RA

Spring 2015

October 29- November 14
Wednesday – Friday

RA applications available
<http://www.saumag.edu/housing>

November 14
Friday

RA applications due by 5 p.m.
University Housing Office
218 Reynolds Center

November 17-18
Monday - Tuesday

Interview date/time assigned to candidates.
Reynolds 218

November 19-20
Wednesday - Thursday

Interviews.

TBA
Friday

Official notification of RA appointments.

UNIVERSITY HOUSING TEAM



APPLICATION for Spring 2015

Resident Assistant

| NAME | | ID # | | | | | | | | | | | | |
|--|---------------------------|-----------------------|----------------------------------|--|--|--|----------|------|----------|--------------------|--|--|--|--|
| HALL/ROOM # | SAU BOX | CELL PHONE | | | | | | | | | | | | |
| HOME ADDRESS | | CITY/STATE/ZIP | | | | | | | | | | | | |
| DATE OF BIRTH | | CLASSIFICATION | | | | | | | | | | | | |
| MAJOR | GPA | COMPLETED HOURS | | | | | | | | | | | | |
| GRADUATION DATE | IF STUDENT TEACHING, WHEN | | | | | | | | | | | | | |
| VOCATIONAL/EDUCATIONAL GOAL | | | | | | | | | | | | | | |
| OTHER COLLEGES ATTENDED | | DATES | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th colspan="4">RESIDENCE HALL LIVING EXPERIENCE</th> </tr> <tr> <th>SEMESTER</th> <th>HALL</th> <th>DIRECTOR</th> <th>RESIDENT ASSISTANT</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | | | RESIDENCE HALL LIVING EXPERIENCE | | | | SEMESTER | HALL | DIRECTOR | RESIDENT ASSISTANT | | | | |
| RESIDENCE HALL LIVING EXPERIENCE | | | | | | | | | | | | | | |
| SEMESTER | HALL | DIRECTOR | RESIDENT ASSISTANT | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| LIST COLLEGE ACTIVITIES/ORGANIZATIONS (OTHER THAN ATHLETIC RELATED) IN WHICH YOU ARE CURRENTLY ACTIVE. NOTE ANY OFFICES YOU HOLD. | | | | | | | | | | | | | | |
| PARTICIPATING IN ANY FINANCIAL AID PROGRAM ON CAMPUS? | | IF YES, WHAT PROGRAM? | | | | | | | | | | | | |
| CURRENTLY EMPLOYED? | WHERE? | | | | | | | | | | | | | |

STATE AS CONCISELY AS POSSIBLE YOUR REASON(S) FOR APPLYING FOR A HOUSING TEAM POSITION, INCLUDING YOUR MOTIVATION, THE CHARACTERISTICS WHICH QUALIFY YOU, AND WHAT YOU EXPECT TO CONTRIBUTE TO THE POSITION, AS WELL AS WHAT YOU EXPECT TO GAIN.

ARE YOU CURRENTLY ON PROBATION, OR SOME DISCIPLINARY ACTION, WITH SAU AS A RESULT OF A VIOLATION OF THE SAU CODE OF STUDENT CONDUCT AND/OR RESIDENCE HALL POLICIES? (CONDUCT STANDING WILL BE VERIFIED) _____ YES _____ NO

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE OTHER THAN A MINOR TRAFFIC VIOLATION? _____ YES _____ NO

IF YOU ANSWERED "YES" TO ANY OF THE ABOVE QUESTIONS, PLEASE EXPLAIN THE SITUATION ON AN ADDITIONAL PAGE

ENCLOSED WITH THIS APPLICATION ARE **TWO REFERENCE FORMS** TO BE COMPLETED BY PERSONS OF YOUR CHOICE AND RETURNED TO THE UNIVERSITY OFFICE, 101 REYNOLDS CENTER. AT LEAST ONE OF THE TWO REFERENCE FORMS SHOULD BE COMPLETED BY SOMEONE WHO IS KNOWLEDGEABLE ABOUT YOUR WORK PERFORMANCE/EXPERIENCE AND ONE BY A UNIVERSITY HOUSING TEAM MEMBER.

I have read and I understand the job description and terms of the Housing Team position. I further understand that by the terms of the position I am limited to 16 hours each semester and must maintain a 2.25 cumulative GPA. Exceptions to the above conditions may be approved only by the Director of Housing.

Signature _____ Date _____

RETURN to University Housing Office, 218 Reynolds
by **November 14, 2014 BY 5 P.M.**

REFERENCE for HOUSING TEAM APPLICATION

APPLICANT'S NAME _____

A member of the residence hall staff. It is his aim to extend the educational process beyond the confines of the classroom. A Housing team member is typically involved in:

1. helping and advising students individually and in groups;
2. providing initiative and leadership in developing opportunities for growth of the total student;
3. assisting in the administration of the residence hall;
4. supporting and implementing University policies.

The purpose of this form is to assist the University Housing Office in evaluating applicants for the position on the Housing Team. Your candid evaluation of the applicant, based on your experience with him serves as an important part of the selection process.

How long have you known the applicant? _____ In what capacity? _____

Please rate applicant's characteristics:

Always Sometimes Never Unknown

| | | | | | | |
|--|---|---|---|---|---|---|
| a positive influence with a group | 5 | 4 | 3 | 2 | 1 | 0 |
| tactful in manner and speech | 5 | 4 | 3 | 2 | 1 | 0 |
| uses good judgment in making decisions | 5 | 4 | 3 | 2 | 1 | 0 |
| dependable | 5 | 4 | 3 | 2 | 1 | 0 |
| accepts criticism | 5 | 4 | 3 | 2 | 1 | 0 |
| has the insight into the interests and needs of other people | 5 | 4 | 3 | 2 | 1 | 0 |
| supports residence hall and university policies | 5 | 4 | 3 | 2 | 1 | 0 |
| capable of communicating his views to his immediate supervisor | 5 | 4 | 3 | 2 | 1 | 0 |

We would appreciate your listing additional strengths, weaknesses, or other traits which you feel may be pertinent to our decision of whether or not we should employ this applicant.

Highly recommend
 Recommend
 Recommend with reservation
 Do not recommend

Signature of Reference _____ Date _____

Position or Title _____

Thank you for your cooperation in this matter. Return to:

University Housing Office
 218 Reynolds Center, SAU Box 9431 or Slot 56
 Magnolia, AR 71754-9431

RETURN BY NOVEMBER 14, 2014

REFERENCE for HOUSING TEAM APPLICATION

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How long have you known the applicant? _____ In what capacity? _____

| <i>Please rate applicant's characteristics:</i> | <i>Always</i> | <i>Sometimes</i> | <i>Never</i> | <i>Unknown</i> | | |
|--|---------------|------------------|--------------|----------------|---|---|
| a positive influence with a group | 5 | 4 | 3 | 2 | 1 | 0 |
| tactful in manner and speech | 5 | 4 | 3 | 2 | 1 | 0 |
| uses good judgment in making decisions | 5 | 4 | 3 | 2 | 1 | 0 |
| dependable | 5 | 4 | 3 | 2 | 1 | 0 |
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RESIDENT ASSISTANT JOB DESCRIPTION

REQUIREMENTS:

- * Sophomore, junior, senior, graduate student.
- * Minimum of one semester residence in a SAU residence hall.
- * 2.25 required cumulative grade point average; 2.5 preferred cumulative grade point average.
- * Maximum academic load of 16 credit hours plus RA class during the first semester of staffing. Subsequent semesters you may request permission to take additional hours from the Director of Housing.
- * Willingness to work within the framework and policies of SAU.
- * Ability to relate to others.
- * RA's will be allowed two weekends off per month. This is to be worked out on a rotating basis with the Resident Director.

RESPONSIBILITIES:

Administrative

- * Report and make a follow-up check on maintenance problems in your assigned area.
- * Maintain accurate records of those residents assigned to your area.
- * Assist your Resident Director with opening and closing your assigned residence hall.
- * Assist your Resident Director with periodic reports assigned by University Housing Office.
- * Assist in evacuation of hall during emergencies.
- * Be on duty for the entire hall on a rotating basis worked out with the Resident Director.
- * Write up violations of university and/or hall policies when warnings are inappropriate or have been previously unheeded.

Counseling/Listening

- * Assert yourself as a peer counselor through preventive, supportive, and information giving "counseling."
- * Serve as a referral agent when a resident may need more professional assistance.

Activity Programming

- * Conduct regular floor meetings and use other means by which to determine interests, needs, and capabilities of your residents.
- * Promote hall and wing activities.
- * Initiate and/or coordinate a designated number of floor parties, activities, or projects per month.
- * Work closely with your hall council representatives in promoting wing and hall unity and identity.

Commitment to Development of Yourself as an Individual and an RA

- * Attend weekly team meetings.
- * Attend a predetermined number of conferences with your Resident Director per month.
- * Help in facilitating team meetings.
- * Periodically conduct a self-evaluation and re-evaluation of personal goals, as well as wing and hall goals.
- * Assist in planning and attending scheduled RA workshops throughout the year.
- * Attend and actively participate in RA staff class, Fall and Spring Training Workshop, and weekly in-services sessions.