



PRICELESS.

**Department of Housing and Residence Life
Spring 2010 Resident Assistant Application**

OFFICE USE ONLY

Reference 1 _____
Reference 2 _____
Reference 3 _____

Cumulative GPA _____
Essay score _____
Interview score _____

Dear applicant,

Thank you for your interest in our Resident Assistant position! In the enclosed materials you will find:

- Our selection timeline
- Our mission statement and Standards for Community Living
- Resident Assistant Job Description (cumulative UWF GPA of 2.5)
- Application form with essay questions
- Three (3) recommendation forms

Please read this carefully before applying and seek out our staff members if you have any questions about the information provided.

You are also required to submit three (3) references. Your three references must consist of 1) Faculty/Professional, 1) Housing and Residence Life Staff Member, 1) Personal reference that you have known for at least 5 years. **All reference forms must be submitted in a sealed envelope, with a signature across the seal.**

In addition to filling out the application and completing the short essays, you are required to attend an information session. At this session, a staff member will be reviewing the position description and explaining the entire application process. Current staff members will also be available for you to ask any questions. The dates and times of the sessions are located on your selection timeline.

A completed application consists of:

- 1) A completed application form.
- 2) Typed answers to short essay questions and a resume.
- 3) Three completed recommendation forms.

All applications must be turned in no later than 5PM, Monday, November 9, to the Central Housing Office, Building 21, Room 110.

Should you have any questions regarding the material in the packet, please do not hesitate to contact me at 473-7319. Thank you for applying and I wish you the best of luck with our selection process.

Sincerely,

Carla Finklea Green
Residence Life Coordinator

Spring 2010 RA Selection Timeline

Monday, Oct. 19	Applications available
Monday, November 9	All RA applications due to the Central Housing Office, Building 21 by 5PM **Please sign up for an interview time when turning in the application.
Thursday, November 12 Friday, November 13	RA Interviews
Monday, November 16	RA decision letters sent out via P.O. Box
Monday, November 23	RA acceptance letters due to Central Housing Office, Building 21, 5PM
January 2	RA Training (Report to your designated hall)

**University of West Florida
Department of Housing and Residence Life**

Mission Statement

Through the responsible management of all resources, the Department of Housing and Residence Life strives to create a living and learning environment which offers support and assistance to maximize educational opportunities to a diverse resident student population.

Standards for Community Living

The University of West Florida is a community of persons from diverse cultural, racial, and ethnic backgrounds. Given this diversity, resident students have an opportunity to learn about individuality and life choices and how they impact other people. Residents can best learn from one another in an atmosphere of positive encouragement and mutual respect.

Bigotry and hatred will be given no home within our University Housing community. Verbal or written abuse, threats, intimidation, and violence are not acceptable behaviors. Excuses including, alcohol or substance abuse for such behavior, will not be accepted.

We strive to create and maintain a community that is free of harassment, intimidation, and/or humiliation of our residents and staff. It is our belief that actions demonstrate a commitment to respecting the differences among individuals. On-campus living provides students with opportunities for developing skills and abilities as productive citizens of the future.



Spring 2010
Application Process

The University of West Florida Department of Residence Life
Resident Assistant Position Description

The Resident Assistant (RA) is a part-time student staff position (minimum 20 hours per week). The RA is a member of the Residence Life student staff and assists with a designated section of student housing. The RA is responsible for actively working with the residents to develop a sense of community through on-going communication, program development, and modeling an enthusiastic commitment to an environment that is conducive to personal, social, cultural, and intellectual growth.

The RA is supervised directly by the Hall Director (HD) and, indirectly, by other professional staff within the Department of Housing and Residence Life. The RA maintains a close working relationship with other Department of Housing and Residence Life staff members, primarily the full-time staff of the Department. The RA is required to participate in a variety of meetings as well as interact with the HD on a daily basis.

The role of the RA is broad. Residents may call upon the RA at any time, night or day. Individual resident needs require the RA to utilize his/her abilities to the fullest, recognize his/her limitations and, when necessary, seek the help of other student or professional staff members.

DESCRIPTION OF DUTIES:

- A. Attend regularly scheduled staff meetings and individual (1-on-1) meetings as scheduled by the Hall Director (HD). These meetings will be scheduled at various times and days of the week. Each applicant must have flexibility in their course schedule to accommodate these staff meetings. RAs are responsible for scheduling floor/wing/area meetings as needed.
- B. Attend training sessions arranged by the HD, Residence Life Coordinator (RLC), Assistant Director (AD), other professional staff.
- C. Staff the Area Offices a minimum of four hours per week to serve the residents with customer service issues.
- D. Be on duty various week-days and evenings, as well as week-end days and evenings. Assume duty responsibility on a schedule designated by the HD. (Duty responsibility means the RA is in his/her area from 5:00 p.m. until 8:00 a.m. Sunday through Thursday and 5:00 p.m. until 5:00 p.m. the following day Friday and Saturday. Regularly scheduled specific duty rounds and Desk/Office coverage is also to be incorporated into this duty).
- E. Cover duty responsibilities for the residence halls during break periods.
- F. Demonstrate ability to respond to all emergencies. RAs are a vital part of the University's response to urgent/emergency situations. In order to provide appropriate levels of response and assistance, RAs must be very familiar with the buildings and exterior areas, and be able to hear alarms (fire, security, etc.), see paths of egress, provide verbal and non-verbal directions to residents when emergencies occur, and move throughout the floors of the building when elevator service is not available. Staff members on duty will comply with all expectations set forth by their supervisors.
- G. Assist in student check-in and check-out processes, including all required administrative paperwork.
- H. Plan, promote, and carry out all programming requirements and large-scale area programs involving all floors/wings/areas.
- I. Attend and participate in Welcome Week and other such university-wide events/activities in the residence halls, apartment community and on campus at the beginning of and during each semester. RAs will remain on campus for their residents throughout at least the first two weekends of the semester.
- J. Coordinate and facilitate all regularly scheduled Health and Safety Inspections, Fire Drills and other administrative responsibilities necessary.
- K. Complete departmental paperwork for each activity and submit to HD promptly.
- L. Conduct regular, formal and informal, needs assessments with the residence hall and apartment community

students.

- M. Support Residence Hall Association (RHA) by encouraging students to become involved and remain involved. Assist in providing representation to the meetings and serve as a resource person for these groups.
- N. Provide informative and timely materials for bulletin boards, door decs, and information centers.
- O. Assist the HD in various capacities, including staffing the Area Offices (especially in the event of staff shortages), staffing events such as Open House, Admission and Ambassador Tours and other such university events, providing lock-out services (for accurate key control all keys will be safe guarded and used according to guidelines), posting flyers relating to on-campus activities, assisting in delivery of Housing and Residence Life Business Services documents, and assessing the condition of student rooms and keeping current the Room Condition Reports (RCRs) and student room files, maintenance work order requests and Incident Reports.
- P. Contribute information, articles, announcements or other ideas to fellow RAs.
- Q. Participate in periodic performance evaluations with the HD and/or the RLC or AD.
- R. Serve as an appropriate role model by following policies and procedures, accepting and completing assigned responsibilities, and encouraging participation in University Housing activities.
- S. Participate in committees as assigned.
- T. Implement, with the guidance of the professional staff, and enforce policies and procedures of the Department of Housing and Residence Life, the University of West Florida, and the State of Florida.
- U. Perform all expected duties of the RA job and additional duties as assigned or related to community development by the HD, RLC, AD and/or other departmental staff.
- V. Be a student leader academically and incorporate educational programs as needed.

QUALIFICATIONS:

Applicant qualifications for this position include:

- A. Registration as a full-time, UWF, degree-seeking student for each semester of employment. Student staff members **MUST** register during pre-registration/academic advising to be eligible for employment for the upcoming semester. Applicants with undergraduate student status must be registered for at least 12 credit hours per semester, not to exceed 17 credit hours per semester. Applicants with graduate student status must be registered for a minimum of nine (9) credit hours per semester, no more than 12 credit hours per semester.
- B. Minimum classification as a sophomore, as defined by the University of West Florida (24+ credits), or having attended the University of West Florida as a full-time student for two semesters, by the first day of employment.
- C. Be in good academic standing with the University. This is defined as a cumulative UWF GPA of 2.5 for undergraduate students and 3.0 for graduate students during the term of employment. Grades from other universities are not calculated into the cumulative UWF GPA. RAs failing to meet any of these academic requirements during any one semester will be placed on academic probation or terminated. RAs who fail to meet any of these requirements for two consecutive semesters will be terminated.
- D. Availability for the entire academic year (BOTH Fall and Spring semesters). Summer session employment opportunities may be available to those staff members who are currently employed by the Department of Housing and Residence Life. Some of the Summer RAs will be staff members who are not continuing on in the fall semester as RAs in order to facilitate opening and closing procedures for the summer. *There is a separate process for Summer RAs and Summer Conference Assistants (CAs).*
- E. Availability to attend Resident Assistant Training, Staff on-going training (in-service or RA Leadership Classes) and other training sessions deemed necessary by the Residence Life staff. RA staff meetings will

be scheduled by the Professional Staff. All staff meetings will take place on Wednesday evenings. Each applicant must have flexibility in their course schedule to accommodate these staff meetings. RAs are encouraged to avoid registering for classes beginning after 5:00 pm for duty rotation and training purposes.

- F. Be in good standing with the University of West Florida and the Department of Housing and Residence Life (i.e. no judicial probation, outstanding financial obligations, etc.).
- G. Effective communication, leadership, and organizational skills. This includes, checking and responding to mail or notices received via the RA's University electronic mail account, the University Post Office box and the RA staff mailbox on a daily basis.
- H. A respect for, and appreciation of, the diversity of the University Housing population.
- I. A willingness to work daytime, evening, and weekend hours as scheduled, plus hours during holidays and between academic terms on a 12-month basis.
- J. A willingness to report for staff training approximately two weeks prior to Opening Day for the Fall semester, three to five days prior to the start of the Spring semester, and one to three days prior to the start of the Summer session.
- K. Remaining on campus until closing duties have been completed and until the HD gives authorization to leave. During fall, spring, and holiday breaks, RAs are required to continue duty rotation.

EMPLOYMENT INFORMATION:

- A. Compensation for this position includes an on-campus room package for the academic year at no cost. This includes a single bedroom waiver, cable television, a telephone line with local access, Ethernet access, and a bi-weekly stipend. RAs also receive a meal plan. RAs may be assigned a roommate on a temporary basis at the beginning of each semester for occupancy purposes if it is deemed necessary.
- B. The RA is expected to work at least 20 hours per week. Due to the nature of the position, some weeks may require more hours, and other weeks will require less.
- C. RAs are selected to work for the Department of Housing and Residence Life, not for a specific area/building. Placement into a specific location is based upon a variety of factors. The Department of Housing and Residence Life reserves the right to change a position assignment at any time, if deemed necessary for the best interest of the Department. Should a candidate decline a position assignment offer the candidate may be removed from the candidate pool.
- D. Students appointed to this position must be eligible, in advance of the start date, to complete the Student Employment sign-in process with Housing and Residence Life Business Services. Initial employment and/or continued employment is contingent upon completion of this sign-in process. To complete this process, students must produce an original Social Security card and a picture ID (i.e. Driver's License) to Housing and Residence Life Business Services prior to the first day of work/training. International students must also include a copy of appropriate work permit information upon accepting a position. If the Housing and Residence Life Business Services staff cannot verify student enrollment status, the sign-in process will not be completed.
- E. The first paycheck may take two-to-six weeks, or longer, depending on when the proper ORIGINAL documents were provided to the Housing and Residence Life Business Services staff and the sign-in process was completed.
- F. Applicants should be aware financial aid may be affected by the compensation of the RA position. *All applicants are advised to check with the Financial Aid Office to determine the extent to which their financial aid package may be influenced by employment as an RA.*
- G. The RA may be placed on probation and/or terminated for noncompliance, loss or misuse of keys or equipment, poor performance of job responsibilities, and/or failing to meet the academic requirements. In the case of termination any charges accrued will be paid by the RA. Assignment in University Housing will be based on availability.
- H. Reappointment is not automatic and is dependent upon the results of on-going positive performance

appraisals and meeting the GPA requirement. RAs will be required to complete a re-application process. Reassignment in the same location or on the same staff for the coming academic year is not always a guarantee.

- I. Participation in student teaching, a co-op position, or internship is permitted only with prior approval by the Department and will be approved on a limited basis depending on staffing and duty rotation issues. Requests must be made in advance of accepting a position and should be noted during the time of application/re-application.
- J. Resident Assistants are limited to six nights away from campus each semester; RAs must have the supervisor's approval in advance of taking time away and complete and submit the appropriate paperwork. Time away during recognized university holidays and breaks will be reviewed at the Hall Director staff level. RAs will leave during the time frame of Winter Break/University Closing, and will need to return in advance of January RA training. The Hall Director will provide exact dates during RA training in August.
- K. Activities outside of academic course work may not interfere with the responsibilities of the RA position. RAs are limited to 20 hours of outside activities or commitments per week. These limitations apply to committees, clubs, athletics and employment outside of this position, both on and off campus. Additionally, during the first semester of employment an RA may not hold more than one executive office in a registered UWF or other student organization. Extracurricular involvement following the first semester will be approved on an individual basis by the supervisor. All outside activities or commitments must be submitted, in writing, to the Hall Director within the first week of classes or when any changes in commitments occur. Hall Directors, Residence Life Coordinators and the Assistant Director have the right to deny any outside commitments. RAs must get the approval of their supervisor before beginning or continuing any outside commitments.
- L. Any requests for special consideration/accommodations must be made prior to acceptance of the position offer.
- M. As a professional courtesy, Resident Assistants should demonstrate a willingness to provide a minimum of two week's notice (in writing) to their supervisor prior to resigning employment.
- N. The dates of employment are as follows: Start of fall training through the completion of the closing activities following the close of Housing for the Spring semester. RAs will remain through the close of Housing and Residence Life in December, University Commencement, and will be released by their supervisor. RAs will be notified by their supervisor of the dates they are to return to campus to begin the Spring RA training process.

University of West Florida
Department of Housing and Residence Life
Resident Assistant Application

Please print legibly and complete all answers.

_____ Date of Birth ____-____-____ Male ___ Female ___ Other
Name

Check one: ___ US Citizen ___ Resident Alien ___ International

(____) _____
Home Phone Number

(____) _____
Cell Phone Number

_____ Current Address/**Campus P.O. Box** City State Zip Code

_____ Permanent/Home Address City State Zip Code

_____ **Campus E-Mail Address**

_____ Class Status and Expected Graduation Date

_____ Major

_____ UWF Cumulative GPA

Have you ever applied for an RA position at UWF? Yes___ No___ If Yes, when?_____

Do you have a UWF judicial record? Yes___ No___

How did you learn about the Resident Assistant position? _____

Reference List

Please list below who you have asked to complete the reference form on your behalf. Also, if you live on campus hall staff will be asked to give you input on your candidacy.

Name	Relationship	Phone Number and E-mail Address
1. _____		
2. _____		
3. _____		

I understand that my signature below signifies that I have completely read through the entire application and position description and that all of the given information is correct. I release my judicial and educational files to the department of Housing and Residence Life for use in determining my candidacy.

_____ Name

_____ Date

**Applications complete with short essays and references are due to the Central Housing Office,
Building 21 by 5pm Monday, Nov. 9, 2009**

University of West Florida
Department of Housing and Residence Life
 Resident Assistant Application

Please type the answers to the below short essay questions on a separate piece of paper and turn them in as part of your application. Your application will be considered incomplete if these short essays are not included.

1. Please explain your perception of the role of a resident assistant.
2. Please explain the qualities that you possess that make your candidacy “priceless.”
3. Why are you interested in the resident assistant position?—Write a personal biographical statement—tell us how your past experiences have shaped you to become a better leader. Describe important experiences, interests, and abilities that relate to your potential to be a resident assistant.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:30pm							
8:00pm							
8:30pm							
9:00pm-10:30pm		*WEEKLY STAFF MEETING					
10:30pm							
11:00pm							
11:30pm							

***Mandatory weekly staff meetings in all areas will be held Mondays at 9:00PM. Please make sure to adjust your schedule to accommodate this meeting time.**



Reference for Resident Assistant Position

Section I. To be completed by the applicant.

Applicant Name (please print) _____ Name of Reference _____ Title _____ Telephone Number _____
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Section II. To be completed by the reference

If you have any questions about the Department of Housing and Residence Life’s expectations of Resident Assistants, please go to uwf.edu/housing to view the Resident Assistant position description.

Rating Scale: 1-Needs Improvement 2-Acceptable 3-Good 4-Outstanding N/A-Not applicable

Criteria	Rank (circle)	Comments
Attitude: Has a positive outlook towards life, education and work. Maintains meaningful relationships.	1 2 3 4 NA	
Concern and Sensitivity towards others: Has genuine concern for others, is sensitive to the reactions and feelings of others.	1 2 3 4 NA	
Cooperation: Has the ability to get along with people in various capacities; ability to work well on a team.	1 2 3 4 NA	
Initiative: Has the ability to recognize area/situations needing attention; resourceful; self-motivated.	1 2 3 4 NA	
Professionalism and Judgment: Has the ability to make appropriate and wise decisions; uses common sense; would handle difficult situations effectively and impartially.	1 2 3 4 NA	
Leadership: Has the ability to inspire interest and enthusiasm in others; able to organize the efforts of others.	1 2 3 4 NA	
Organizational and Communication Skills: Has the ability and the speed with which to grasp new ideas. Exercises effective time management skills.	1 2 3 4 NA	
Responsibility: Is dependable, prompt, accurate and conscientious. Will responsibly follow tasks and projects to completion.	1 2 3 4 NA	
Assertiveness: Communicates in a polite, direct and honest manner without infringing upon other’s rights.	1 2 3 4 NA	

Please respond to the following questions as completely and candidly as possible. If you feel that you are unable to respond to any of the questions, please indicate why. Please summarize, in each question, areas of particular strengths and areas of weakness you feel the applicant would need to work on.

1.How long, and in what capacity, have you known the applicant?

2.Discuss how well the applicant functions in positions of responsibility. Please give examples.

3.Describe the applicant's communication skills (ability to communicate thoughts and feelings, listening skills, and ability to accept feedback.)

4.Would you recommend this person be hired as a Resident Assistant?

_____Yes

_____No

_____Yes, with reservation (Please Comment)

Signature_____

Date_____

Please return this form to the address below no later than 5pm
Monday, Nov. 9, 2009

University of West Florida
Department of Housing and Residence Life, Building 21
11000 University Pkwy
Pensacola, FL 32514
Attn: Carla Finklea Green



Reference for Resident Assistant Position

Section I. To be completed by the applicant.

Applicant Name (please print) _____	Title _____
Name of Reference _____	Title _____
Telephone Number _____	

Section II. To be completed by the reference

If you have any questions about the Department of Housing and Residence Life’s expectations of Resident Assistants, please go to uwf.edu/housing to view the Resident Assistant position description.

Rating Scale: 1-Needs Improvement 2-Acceptable 3-Good 4-Outstanding N/A-Not applicable

Criteria	Rank (circle)	Comments
Attitude: Has a positive outlook towards life, education and work. Maintains meaningful relationships.	1 2 3 4 NA	
Concern and Sensitivity towards others: Has genuine concern for others, is sensitive to the reactions and feelings of others.	1 2 3 4 NA	
Cooperation: Has the ability to get along with people in various capacities; ability to work well on a team.	1 2 3 4 NA	
Initiative: Has the ability to recognize area/situations needing attention; resourceful; self-motivated.	1 2 3 4 NA	
Professionalism and Judgment: Has the ability to make appropriate and wise decisions; uses common sense; would handle difficult situations effectively and impartially.	1 2 3 4 NA	
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Reference for Resident Assistant Position

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If you have any questions about the Department of Housing and Residence Life’s expectations of Resident Assistants, please go to uwf.edu/housing to view the Resident Assistant position description.

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Criteria	Rank (circle)	Comments
Attitude: Has a positive outlook towards life, education and work. Maintains meaningful relationships.	1 2 3 4 NA	
Concern and Sensitivity towards others: Has genuine concern for others, is sensitive to the reactions and feelings of others.	1 2 3 4 NA	
Cooperation: Has the ability to get along with people in various capacities; ability to work well on a team.	1 2 3 4 NA	
Initiative: Has the ability to recognize area/situations needing attention; resourceful; self-motivated.	1 2 3 4 NA	
Professionalism and Judgment: Has the ability to make appropriate and wise decisions; uses common sense; would handle difficult situations effectively and impartially.	1 2 3 4 NA	
Leadership: Has the ability to inspire interest and enthusiasm in others; able to organize the efforts of others.	1 2 3 4 NA	
Organizational and Communication Skills: Has the ability and the speed with which to grasp new ideas. Exercises effective time management skills.	1 2 3 4 NA	
Responsibility: Is dependable, prompt, accurate and conscientious. Will responsibly follow tasks and projects to completion.	1 2 3 4 NA	
Assertiveness: Communicates in a polite, direct and honest manner without infringing upon other’s rights.	1 2 3 4 NA	

