Make a Difference... Be an RA!

2015-2016

UVa-Wise Resident Advisor Application

Applications are due by 5pm on February 4, 2015 to the Office of Housing & Residence Life, Lower Level Cantrell Hall
January 12, 2015

Dear RA Applicant,

I would like to congratulate and thank you for your interest in becoming a Resident Advisor for the 2015-2016 academic year. I believe the RA position is the premiere student leadership position on campus. The position equips individuals with skills and experiences that will reap a lifetime of benefits. Through this rewarding experience you will have the opportunity to be labeled a role model, resource, community builder, counselor, mediator, advisor, administrator, facilitator, and mentor — just to name a few.

Please read this application packet thoroughly so that you may become familiar with the job description and application timeline. This information will provide further proof of the exciting opportunities that being an RA presents. Although the position requires a great amount of time and energy, most people who have been an RA will tell you that they got just as much out of the position as they put in. I encourage you to talk to your RA and learn more about the position from someone who is currently serving in that capacity.

Imagine a job where your responsibility is to spend your time investing in the lives of fellow college students and helping them traverse their college years. Imagine a job where you team up with a group of your peers to accomplish the same goals for the residential communities at UVa-Wise. Imagine a job where you can develop life skills and experience professional development without even leaving the confines of your floor (or those fuzzy pink slippers you like to wear!). Well, you’ve found it here! You are just steps away from beginning a journey that will be challenging, yet rewarding; demanding, yet worth it; time consuming, but life-changing. It’s your time to make a difference!

If you have any questions, feel free to contact me at 276-376-4517 or by e-mail at jjjustice@uvawise.edu. I thank you again for your interest in joining the Residence Life team and I wish you the best as you go through the process.

Sincerely,

Joshua Justice
Director of Residence Life
RA Interest Meeting, 7pm, Culbertson Hall Classroom
Learn more about the Resident Advisor position, benefits of the position, information about the application process, and more!

Wednesday, February 4
RA Applications Due by 5pm in Housing & Res. Life
Return completed application packet to the Office of Housing & Residence Life located on the lower level of Cantrell Hall. Schedule a time for your RA Interview when you turn in your completed application.

Mon. February 9—Mon., February 23
RA Interviews
Scheduled interviews will be held in the Office of Housing & Residence Life, located on the lower level of Cantrell Hall.

Wednesday, March 4
RA Selection Letters Mailed
RA selection letters will be mailed out to campus mailboxes.

Position Requirements:
Be at least a second year student by August 2015
Maintain a cumulative GPA of at least 2.5
Be in good student conduct and academic standing with the College
Willing to serve as a role model to other students

Questions?
Please contact Josh Justice, Director of Residence Life, at 276.376.4517 or jjustice@uvawise.edu. You can also stop by the Office of Housing & Residence Life for assistance.
EXPECTATIONS, RESPONSIBILITIES & BENEFITS

Resident Advisors (RAs) are student employees reporting directly to the respective Community Coordinator for the residential community to which they are assigned. The RA’s primary responsibility is to assist residential students in realizing opportunities for self-development through group living in the residence halls at The University of Virginia’s College at Wise. Fundamental to the position is the concept that role model staff members are the closest and most vital link with residents. The RA is assigned responsibilities that encompass both student personnel services and general administrative functions.

Expectations & Responsibilities

Academics—Possess a 2.5 cumulative GPA when hired, and maintain a 2.5 GPA per semester. Should the semester GPA fall below a 2.5, the RA has the next semester (probationary) to raise the GPA to a 2.5. Should the GPA remain below 2.5 after the probationary semester, the RA’s contract may be terminated.

Administrative Tasks—Maintain records concerning room and key inventory and damages for student rooms. Assist in student room check in and check out procedures. Submit communication reports regarding incidents and policy violations and submit work orders on a daily basis for needs that your residents may have.

Communication—Develop a working relationship with your residents, fellow RAs, Community Coordinators, the Assistant Director of Residence Life and the Director of Residence Life, as well as with other residential students and your Residence Hall Association (RHA) representative.

Community Development—Help students adjust to roommate(s), floor-mate(s), residence hall living and the college community. Be available to facilitate mediations between roommate(s), suitemate(s), and floor mate(s)—know limitations and make referrals when appropriate.

Duty Responsibility/Availability—Share responsibility for duty nights and hall security. RAs serve on duty (7pm-midnight) and on call (midnight-8am) approximately 1 night a week and approximately 2-3 weekends per semester. While on duty and on call, RAs are able to do homework, watch tv, read, play video games, sleep, etc. as long as you are reachable by your room phone. RAs are expected to assist in hall matters when needed, to perform tasks assigned by their supervisor, and to assist with crisis situations.

Emergency situations—Assist in maintaining order in emergency situations, including assisting with monthly fire drills.

Ethics—Maintain a high level of ethical standards both on and off duty.

Hall/Room Assignment—RA staff will be placed to provide the best housing program possible for our residents. The capabilities, personality, and interests of each RA will be taken into
consideration when specific assignments are made. RA hall assignments and placement are for
an entire academic year. It should be noted that the Director of Residence Life can re-assign
when/if necessary.

**Meetings**—Attend and participate in a weekly 1 hour staff meeting and a weekly half hour 1-
on-1 meeting with your supervisor. Attend all other called residence life staff
meetings/trainings.

**Mentor**—Become acquainted with each resident as soon as possible.

**Programming**—Facilitate a variety of programs (at least 8-10 per semester) both individually
and in cooperation with others (RAs, RHA, campus police, etc.). RAs are required to plan and
implement programs and bulletin boards monthly, to meet the development needs of his/her
residents. Floor meetings involving a team building activity should be planned for each month.
In addition, RAs create door decorations at the beginning of each semester.

**Professionalism**—Maintain a professional attitude and manner while employed as a RA.

**Policies**—Know, understand, and effectively communicate the rationale for college and
residence hall policies and procedures.

**Training**—Required to participate in fall and spring training and any in-service sessions.

**Compensation**

All Resident Advisors receive a $290 stipend every two weeks ($145 per week). In addition, all
Resident Advisors receive half off of his/her meal plan (based on the default meal plan for
residential students). Resident Advisors are eligible for private rooms at no charge providing
space allows.

Second year returning RAs (RAs in their 3rd or 4th semester of service) receive 5% off their
housing costs. Third year returners and higher (RAs in their 5th semester of service or more)
receive 10% off their housing costs.

Other benefits of being a Resident Advisor include free residence life t-shirts and sweatshirts,
the ability to move in to your room before other students, leadership development
opportunities and an opportunity to grow as a student leader!

**Be Ahead of the Game!**

Students needing help with developing a resume, cover letter, or improving their interview
skills can schedule an appointment with Professional & Career Services. Contact Neva Bryan at
njd8r@uvawise.edu to schedule an appointment for assistance with your RA application
process!
2015-2016 RESIDENT ADVISOR APPLICATION

IMPORTANT APPLICATION INFORMATION

- Carefully read the entire RA application packet, including the position description and application process.
- Your Completed RA Application Should Include the following:
  - Resident Advisor Application completed
  - Cover Letter displaying your interest in the RA position
  - Resume outlining your work and leadership experiences
  - Ask the following individuals to complete and submit a reference form to the Office of Housing & Residence Life by 5pm on Wednesday, February 4:
    - 1 form completed by your current resident advisor
    - 1 form completed by a faculty/staff member at UVa-Wise
    - 1 form completed by a personal reference of your choice
- Completed applications should be returned to the Office of Student Life by 5pm on Wednesday, February 4.

PERSONAL INFORMATION

Name:______________________________________________ Date:_____/_____/______
Campus Box:__________________ Current Residence Hall & Room #:__________________
Cell Phone Number: (______)_________________ Campus Email:____________________
Permanent Address: ____________________________________________________________
Street/P.O. Box City State Zip

EDUCATION INFORMATION

Current Class Standing (circle one): FR SO JR SR Expected Graduation Year:_______
Major:____________________ Minor:__________________ Cumulative GPA:_____

REFERENCE INFORMATION

List three reference who will be submitting the attached letter of reference forms on your behalf:

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SIGNATURE

I certify that I have read the RA job description and understand the responsibilities of the Resident Advisor position for which I am applying. I authorize the University of Virginia’s College at Wise to share the information from this application with members of the Residence Life team during the RA selection and evaluation process. My signature certifies that the information contained within is true and correct to the best of my knowledge and that all statements provided herein are my own. I understand that my signature below authorizes the Office of Housing & Residence Life to review my student conduct and academic record.

Print Name:________________________ Signature:________________________ Date________

REMEMBER!

- Attach resume & cover letter to this Application
- Follow up with your references to ensure reference forms are submitted
- Return completed applications to the Office of Housing & Residence Life by **5:00pm on Wednesday, February 4, 2015.** Incomplete applications will not be reviewed.

**For Office Use Only**

Cumulative GPA:_______ Sem. Hrs.:_______ Student Conduct:_______ Academic Standing:_____

COMMENTS:____________________________________________________________________________________
_______________________________________________________________________________________________
____________________________________________________________________

_________________________
REFERENCE INFORMATION

The candidate listed above has applied for a Resident Advisor position with the Office of Housing & Residence Life at The University of Virginia’s College at Wise.

How long have you known the candidate?___________________________________________

How well do you know this candidate? (circle one)   
well   somewhat   none at all

Circle the number that most reflects your observation: (5=excellent, 1=poor, N/A=no basis for opinion)

Ability to Develop Rapport
Seeks people out
Well known on floor/hall
Interacts often

Knows only a few people on floor/hall
Not well known on floor/hall
Seldom interacts

Sensitivity to Others
Aware of others’ needs
Listens attentively

Disregards others’ needs, feelings
Poor listener

Involvement with Hall Activities
Very involved, attends frequently
Helped sponsor an activity

Never attends/participates in activities
Has not sponsored an activity

Policies
Understands, accepts, supports
Constructively discusses rationale

Rejects, manipulates rationale
Violates

Commitment/Interest in Position
High interest, strong motivation

Low interest, limited motivation

Potential Leadership Ability
Demonstrates effective leadership ability

Does not demonstrate effective leadership ability
Ability to accept different values and lifestyles of others 5 4 3 2 1 N/A
Ability to communicate effectively, good self-expression 5 4 3 2 1 N/A
Reliable, conscientious, committed, shows initiative 5 4 3 2 1 N/A
Effectiveness in working with others, respects others’ views 5 4 3 2 1 N/A
Rate overall capability to fulfill RA duties 5 4 3 2 1 N/A

COMMENTS
Please comment on the candidate’s ability to successfully fulfill the responsibilities required of a Resident Advisor (attach additional paper if necessary):

SIGNATURE
Print Name__________________________________________ Title______________________
Address_______________________________________________________________________
Telephone (_____) _________________________ E-Mail____________________________
Signature______________________________________________ Date___________________

Please return this completed letter of reference by Wednesday, February 4, 2015 to:

Josh Justice, Director of Residence Life
The University of Virginia’s College at Wise
1 College Avenue, Wise, VA 24293
POSITION DESCRIPTION

The Resident Advisor (RA) is responsible for a floor or hall with 20-30 residents. The RA helps to develop a community which is requisite to the personal growth and academic achievement of residents. Primary responsibilities include assisting and advising residents, creating programs, completing duty nights, enforcing policy and assisting with the administrative functions of the hall. Most of all, an RA is expected to be a person who is genuinely concerned for the well being of others and possesses strong communication and interpersonal skills.

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How well do you know this candidate? (circle one)   well somewhat none at all

Circle the number that most reflects your observation: (5=excellent, 1=poor, N/A=no basis for opinion)

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***This section to be completed by the RA Candidate. Please print.***

Candidate Name:____________________________________________________________
Reference Name:______________________________________________________________
Title:______________________________________________________________________
I waive retain my right of access to this letter.______________________________
(circle one) Candidate’s Signature Date
COMMENTS
Please comment on the candidate’s ability to successfully fulfill the responsibilities required of a Resident Advisor (attach additional paper if necessary):

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Print Name__________________________________________ Title______________________
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