



## **Wheeling Jesuit University's Office of Housing and Residence Life Resident Assistant Application**

### **Applicant Requirements:**

- 2.5 Cumulative GPA at the end of Fall 2011 semester as well as a 2.5 GPA for the Fall 2011 semester.
- Must return a completed application, cover letter and resume by February 3, 2012, at 5:00 PM to the Residence Life Office (Swint 209). At this time you will sign up for an interview. It is encouraged that you also turn in Reference Forms with you application, but this is not required.
- Sign-up and attend a new applicant interview the week of February 13-17.
- Attend group processing on Thursday, February 9, in the CET Discovery Center at 8:00pm.
- Incomplete applications will not be considered.

### **Please read carefully the following information:**

The attached application is for candidates seeking the position of Resident Assistant during the 2012-2013 academic year. After application review and interviews, outcome letters notifying candidates of their status will be available in Swint 209 on Tuesday, February 21, 2012, from the hours of 9:00 AM – 5:00 PM. Candidates will be identified as being hired, placed into the alternate pool or declined. Candidates placed in the alternate pool may be hired as positions become available.

If you are selected to be a Resident Assistant you will need to be available for ***New Staff Night*** on Thursday, March 1, 2012, at 6:00 PM in the RATT.

### **Questions:**

If you have any questions about the selection process or your eligibility, feel free to contact any Resident Director or call the Office of Housing and Residence Life at (304) 243-2257.



**Wheeling Jesuit University's Office of Housing and Residence Life  
Resident Assistant Application**

**Personal Info**

**Full Name:** \_\_\_\_\_ **Student ID** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Home/Permanent Address:**

\_\_\_\_\_  
 (Street) (City) (Zip Code)

**Summer Address:** (If different from Home)

\_\_\_\_\_  
 (Street) (City) (Zip Code)

**Educational Information**

**Major(s):** \_\_\_\_\_ **Anticipated Graduation Date:** \_\_\_\_\_

**Classification (circle one):** FR SO JR SR GRAD

**Most Recent Semester GPA:** \_\_\_\_\_ **Cumulative GPA:** \_\_\_\_\_

*(A 2.5 GPA is required for both at time of application)*

**Have you attended another college/university besides WJU?**

No  Yes, if so please list

**College/University** \_\_\_\_\_ **Dates Attended** \_\_\_\_\_

**Time Commitments**

**Are you involved with any clubs or organizations on campus?**

No  Yes (Please list)

\_\_\_\_\_  
 \_\_\_\_\_

**Do you have any jobs on or off campus?**  No  Yes (Please list)

\_\_\_\_\_  
 \_\_\_\_\_

**Are you actively involved with service trips over breaks?**  No  Yes

**Including this semester, how many semesters have you lived on campus:** \_\_\_\_\_

## **Short Answer Questions**

**1. Why do you want to be a Resident Assistant?** \_\_\_\_\_

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**2. What new ideas can you offer to build community as a Resident Assistant?** \_\_\_\_\_

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**3. What is the role of a Resident Assistant?** \_\_\_\_\_

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**4. Define Leadership?** \_\_\_\_\_

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## **Certification**

I certify the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void this application and any actions based on it. I understand that any offer of employment tendered me is contingent upon my agreement to abide by the rules and regulations of the Wheeling Jesuit University

I understand that my signature below authorizes Wheeling Jesuit University to obtain any information relating to my activities from current and all previous employers and educational institutions. This information may include achievement, performance, attendance, disciplinary actions and any other work and/or educational-related issues. I release any individual from all liability for damages that may result to me on account of compliance with this authorization.

I also understand that Residence Life reserves the right to assign me to a hall of their choosing where an Resident Assistant position is available.

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**(Signature)**

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**(Date)**

# Wheeling Jesuit University

## Resident Assistant Candidate Reference Form

Applicant: Complete PRIOR to distributing

\_\_\_\_\_ I waive my rights under the terms of the Family Educational Rights and Privacy Act of 1974 to have access to this reference.

\_\_\_\_\_ I do not waive my rights.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE HAVE YOUR REFERENCE COMPLETE AND RETURN THIS FORM IN A SEALED ENVELOPE BY FRIDAY, FEBRUARY 3, 2012 to:**

The Office of Residence Life  
Swint 209

Name of reference:

Reference Phone Contact:

How long have you known your reference:

What has been your relationship with your reference:

\_\_\_\_\_ has applied for a Resident Assistant position at Wheeling Jesuit University and has given your name as a reference. The Resident Assistant is responsible for assisting residents in their efforts to grow educationally, emotionally, and interpersonally. He/She is to develop ongoing relationships with individuals on the floor and is committed to helping meet the needs of those individuals (singularly and collectively). Resident Assistants, working in cooperation with their residence hall staff, serve as resource persons and assist residents as necessary/appropriate in order to realize their potential as individuals, students, and responsible members of the campus community. "Assisting" incorporates many aspects: programming, counseling, being a friend, disciplining, dispersing information, etc. Each of these aspects should be viewed as an appropriate way to meet the needs of residents.

Each Resident Assistant is committed to a floor and its residents. A Resident Assistant will, however, accept many responsibilities involving the entire residence hall or other floors. It is expected that a Resident Assistant will support the entire Residence Life Staff, and will extend to other members of that staff the fullest possible cooperation in reaching common goals.

**Please evaluate the applicant using the following rating scale. Your responses are an essential part of our interviewing process and your comments are especially helpful!**

**RATING SCALE:**

	1	2	3	4	5	N/O
	Never	Seldom	Sometimes	Often	Always	Not Observed
This person is able to work with groups/individuals					1 2 3 4 5	N/O
This person is sensitive to the needs and lifestyles of others					1 2 3 4 5	N/O
This person is flexible					1 2 3 4 5	N/O
This person uses good judgment when making decisions					1 2 3 4 5	N/O
This person has the capacity for independent thinking					1 2 3 4 5	N/O
This person is dependable					1 2 3 4 5	N/O
This person expresses himself/herself well					1 2 3 4 5	N/O
This person is approachable					1 2 3 4 5	N/O
This person is teachable					1 2 3 4 5	N/O
This person assumes responsibility					1 2 3 4 5	N/O
This person is organized					1 2 3 4 5	N/O
This person has a grasp on his/her strengths and weaknesses					1 2 3 4 5	N/O
This person has the ability to stand by his/her decisions					1 2 3 4 5	N/O
This person can confront others in problem situations					1 2 3 4 5	N/O

Any comments or explanations of above answers:

- I recommend this applicant
- I recommend with reservations
- I do not recommend at this time

Please Explain:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

# Resident Assistant Job Description

**General Statement of Duties:** A Resident Assistant at Wheeling Jesuit University is a student who lives on a residence hall floor to serve as the primary resource for building community and helping students connect with each other and Wheeling Jesuit University. The objectives of the Resident Assistant position include building a positive community on his/her floor and within the hall, assisting residents with both personal and academic concerns, knowledge of and upholding University policy, and serving as a resource and/or liaison for the University.

**Supervision Received:** The Resident Assistant is directly accountable to the Residence Hall Director and indirectly to the Associate Dean of Residence Life and Conferences.

## **Minimum Qualifications and Additional Requirements:**

1. You must have completed a minimum of one semester of classes prior to the start of the position.
2. You must have and maintain a cumulative grade point average of 2.5 or higher at the time of application and at the conclusion of the semester in which you are applying.
3. You must not be on any University probation (academic or conduct) during the period of employment.
4. You are expected to place the position as one of your highest priorities. Employment and extracurricular involvement outside of the position must have the approval of your Resident Director. If employment is approved by your Resident Director, you will be provided confirmation of that approval in writing. Additional employment may not exceed 15 hours without prior approval from the Resident Director for the time period involved.

## **Responsibilities:**

### **I. Community Building and Peer Relationships**

1. Become personally acquainted with each resident on his/her floor and build a rapport that will foster open communication.
2. Implement and encourage the development and maintenance of community spirit on his/her floor, through social, educational, recreational, and floor activities.
3. Successfully complete the programming requirements of four programs per semester.
4. Create 3-4 new bulletin boards and door decorations per semester.
5. Assist new students in their adaptation to university life.
6. Reflect the actions, attitudes, and behaviors of a positive role model for residents.

### **II. Peer Assistance:**

1. Develop the capacity to listen and understand, and to be flexible and open minded in responding to student needs and concerns.
2. Encourage and assist individuals in developing problem solving skills.
3. Refer freely to departmental, campus and community resources.
4. Develop trust and maintain appropriate confidentiality as deemed by your Resident Director.
5. Maintain familiarity with the locations and operations of departmental, campus and community offices and organizations (e.g. Career Services, The ARC, Health Center, Office of Residence Life, etc.) and make referrals when appropriate.

### **III. Residence Hall Programming:**

1. Coordinate events for the purpose of promoting interpersonal interaction and community development.
2. Offer educational, or needs-based, programs to meet the dynamic needs of our residence hall communities, whether a specific, targeted group, or the entire population.
3. Report all programs and community builders as directed by your Resident Director.

#### **IV. Administrative Duties:**

1. Assume duty responsibility according to the formal and/or informal hall schedule and remain on duty as required.
2. Assist in opening and closing of the hall, preparation of rosters, damage inventories, and other duties as assigned.

#### **V. Health and Safety:**

1. Become familiar with fire safety equipment on your floor and within your building.
2. Respond to fire drills and other emergency situations when in the residence hall.
3. Be available and report all safety hazards and maintenance concerns.
4. Perform Health and Safety checks on your floor 2-3 times a semester.
5. Assist the Residence Director as assigned in emergencies.

#### **VI. Residence Hall Regulations:**

1. Provide continuous interaction and example which encourages students to act with reason, to assume responsibility for their actions, and to be consistently considerate of the rights and freedoms of others.
2. Know and adhere to the rules and regulations pertaining to student behavior as set forth by the Student Code of Conduct and communicate them to residents.
3. Properly document situations in violation of residence hall policies and other policies stated in the student code of conduct
4. Use consistent methods of enforcing rules and regulations, and assist students in developing methods of self-enforcement.
5. Take appropriate action to protect the health, safety, and rights of residents.

#### **VII. Staff Training and Communication:**

1. Provide your Resident Director with accurate and timely information concerning the environment of the floor via weekly report, bi-weekly 1:1 meetings, and weekly staff meetings.
2. Your schedule must accommodate all Resident Assistant trainings, in-services, weekly staff meetings, building openings and closings, baccalaureate, and commencement. Exceptions may be made on an individual basis per Resident Director.
3. Participate in your assigned residence life committee.
4. Develop and promote a positive working relationship with all residence hall staff, including Resident Assistants, desk supervisors, desk workers, custodial and campus safety employees.

#### **OTHER:**

1. Employment is normally for the academic year; however, continued employment is subject to satisfactory performance
2. Individual evaluations of the Resident Assistant will be made. This evaluation will be shared with the Resident Assistant
3. Compensation for Resident Assistant is a single room and a 175 Block meal plan with \$100 flex dollars or a residential meal plan of lesser value which you qualify for as set forth in the Meal Plan Contract.
4. Circumstances may arise that necessitate the transfer of Resident Assistants within the University Residence Hall system. Responsibility for transfer rests with the Office of Residence Life
5. Duty schedules will vary according to the lifestyle of a particular hall; however, all Resident Assistants are allowed a maximum of ten (10) nights away from their assigned hall each semester. All Resident Assistants may be called on to respond to any situation.
6. Resident Assistants will be given ten (10) open 24-hour visitation nights per semester that are not already included in normal visitation policy. First year students visiting Resident Assistants must abide by first year visitation guidelines.
7. The University recognizes Resident Assistants as strong role models for all Residence Hall students. In conjunction with this recognition, it is expected that Resident Assistants will present a positive attitude and example with regard to responsible behavior and responsible alcohol use
8. You will abide by all expectations as outlined by your Resident Director, the Associate Dean of Residence Life and Conferences, or their designee

9. Other related duties as assigned. Each Residence Hall Director and staff may discover particular needs within their hall, which are not addressed in this Job Description. The Office of Residence Life encourages this individuality and creativity in job performance.