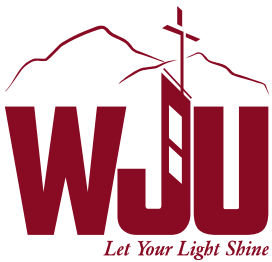


COURAGE. CHARACTER
STRENGTH. RESPECTFUL
INSPIRATIONAL. CARING
HELPFUL. HONORABLE.
RATIONAL. TEAMWORK
MEMORABLE. BRAVE.
CARING. GUIDING. FRIENDLY
CRAFTY. RESILIENT. LEADERSHIP
TRUSTWORTHY. EXTRAORDINARY
CONSIDERATE. CONNECTIONS
NATURAL. EXPERIENCE
PATIENCE. PRACTICAL.
ORGANIZED. FUN. CREATIVITY
APPLY TO BE AN RA.



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RA Application Timeline

- Thursday, January 25: RA Interest Meeting @ 9:15 PM
Acker G-10
- Friday, January 26: RA Applications available
Online through Residence Life website or in Swint
204
- Friday, February 9: RA Application Packets due by 5:00PM
Sign up for Individual Interview
Swint 204
- Week of February 12: Individual RA Interviews
Swint 204

***Applicants will be made aware if they have been selected for a Resident
Assistant position on or before Friday, March 2***



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Office of Residence Life

Resident Assistant Position Description

General Statement of Duties

Here at Wheeling Jesuit University, the Resident Assistant (RA) position focuses on enhancing the quality of life in the residence halls, including fostering community, providing academic support, and being attentive to safety and security of residents. RAs are student leaders that function as: advisors, event managers, team players, peer counselors, administrators, student advocates, and first response to emergency or community standards situations. In addition, they provide a valuable service both to new students by orienting them to the Wheeling Jesuit community and to returning students by helping them adjust to college life throughout the year. As an essential part of Residence Life staff, they must be especially sensitive to resident concerns. It is crucial that an individual be able to relate well to others and handle administrative responsibilities. The position requires an individual who is flexible enough to assume a variety of roles as dictated by the changing needs of students. Their success depends upon commitment and attitude. The RA is more than just a friendly presence; he/she is the crucial link in creating an environment in which students develop independence and learn to live cooperatively with others.

Qualifications

Academic Standing: RAs are full-time Wheeling Jesuit University students, either in their sophomore, junior or senior year. RAs must carry a minimum of 12 credit hours.

GPA: RAs must maintain a minimum 2.25 cumulative GPA as well as a semester GPA of at least a 2.25. Failure to meet these minimum requirements can void an application.

Student Conduct History: RAs are representatives of the Office of Residence Life and Division of Student Services. They are expected to conduct themselves in a manner consistent with University rules and regulations as well as departmental expectations. Because of these expectations, for any applicant to be considered as a RA, they must be in good conduct standing. A preference will be given to applicants with a clear student conduct record for one year prior to submitting their application.

Requirements

Resident Assistants are required to:

1. Participate in a duty schedule determined by their Building Supervisor. Schedules will vary from residence hall to residence hall. Resident Assistants are expected to be present in their building/on their floor; thus, Resident Assistants are to confirm nights out of their assigned building with their Building Supervisor.
2. Work in the building Residence Life Office as assigned;
3. Respond to situations as needed;
4. Regularly attend staff meetings;
5. Have at least 8 hours per week available for student contact beyond duty nights;
6. Communicate and cooperate with RAs, Residence Life staff, and all University officials;



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7. Attend training sessions prior to the beginning of both the Fall and Spring semesters. Fall semester training is typically two (2) weeks prior to the start of the Fall semester. Spring semester training is typically at least three (3) days prior to the start of the Spring semester. Any excused absences must be approved by the Director of Residence Life or his/her designee;
8. Attend Residence Life Inservice sessions throughout both the Fall and Spring semesters. Any excused absences must be approved by the Director of Residence Life or his/her designee;
9. Attend weekly staff meetings;
10. Participate in building openings/closings, Baccalaureate, and Commencement;
11. Assist as needed during Homecoming Weekend festivities;
12. Assist as needed for end of year festivities (commonly referred to as Last Blast);
13. Be evaluated by their supervisor on the basis of their job performance each semester. An unsatisfactory evaluation, policy violation, or non-enforcement of University/Residence Life policies, rules, and regulations may result in a period of probation or termination from the Resident Assistant position – as determined by the Director of Residence Life or his/her designee.
14. Participate in other duties as assigned by the Director of Residence Life or his/her designee.

Responsibilities

Student Advisement

1. Get to know and develop rapport with each resident;
2. Serve as a resource and referral person;
3. Counsel students in personal, academic, and social matters within the limits of training and ability by:
 - a. Being a receptive and responsive listener;
 - b. Being available and approachable;
 - c. Knowing personal limitations and being knowledgeable of available resources;
 - d. Seeking out referrals when necessary;
 - e. Adhering to confidentiality where appropriate.

Community Development

1. Help promote an environment that is conducive to academic success for the residential community through programming and events;
2. Facilitate the establishment of mutual expectations, respect and consideration among students and student groups;
3. Encourage recognition of individuals and individual achievements;
4. Aid students in resolving interpersonal and group conflicts;
5. Generate activities of interest to floor members;
6. Promote individual responsibility towards other residents and community facilities;
7. Plans effective programs given the needs of the community;
8. Offers multiple opportunities for students to be involved;
9. Utilize University and community resources in planning programs;
10. Report maintenance and housekeeping concerns affecting the community.



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Documentation of Potential Policy Violations

1. Maintain community environment conducive to academic and personal growth;
2. Aid students in achieving self-discipline and self-direction;
3. Know, understand and enforce policies and regulations;
4. Report potential violations of University policies per established procedures, using appropriate methods of documentation.

Administrative Duties

1. Assist in opening and closing procedures;
2. Complete information requests as assigned by the Office of Residence Life.
3. Complete duty logs, document the conditions of halls, any incidents that occur, etc...;
4. Complete scheduled health & safety inspections of residence hall rooms;
5. Be aware of and report any discrepancies between provided floor rosters and where students are actually living on a residence hall floor;
6. Perform general tasks as needed.

Emergencies

1. Handle emergencies within the limits of training and ability;
2. Assume duty overage for the building;
3. Respond to inquiries and emergencies from residents, security, and the Residence Life staff.

Conditions of Appointment

The Resident Assistant position runs from the start of Fall semester training (typically mid-August) through the day after Spring semester Commencement ceremonies. Benefits include room/board costs covered through your Financial Aid package. Resident Assistants must limit co-curricular activities and prioritize the position amongst other commitments. Resident Assistants must consult with their supervisor prior to assuming an additional job (on or off campus) or other major commitments. Resident Assistants who have received approval for outside employment or additional involvement must provide their supervisor with a schedule of work hours along with any schedule changes. Any Resident Assistant who is on probation (either for performance of academic reasons) may not be permitted to hold additional employment during the semester that the probation is in effect without approval from the Director of Residence Life.



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Time Commitments

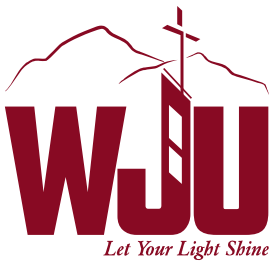
Are you involved with any clubs or organizations on campus? No Yes (Please list)

Are you a member of a varsity/club athletic organization? No Yes (Please list)

Do you have any jobs on or off campus? No Yes (Please list employer(s) and hrs. per week)

Are you actively involved with service trips over breaks? No Yes (Please list org. & date)

List any other time commitments you will have for the upcoming semester that you are applying for



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IMPORTANT: Please provide typed responses to following five (5) questions and attach to your Resident Assistant Application.

1. Please state your reason(s) for applying for the Resident Assistant position and any special qualities or skills that you have that would help you to be effective in the Resident Assistant position.
2. Identify the three (3) most important skills a Resident Assistant should possess and why?
3. Please describe an experience at Wheeling Jesuit University that has impacted you significantly.
4. After whom do you model your leadership style? Why?
5. How does the Resident Assistant position fit into your career goals?



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Resident Assistant Candidate Reference Form

Please note: Candidates are not required to submit Reference Forms, but may use the form below to submit with their application. Candidates **cannot** request reference forms or letters from Wheeling Jesuit University executive team members, University board members, or Office of Residence Life professional staff members (Director or Area Coordinators).

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 right

Signature: _____ Date: _____

Name and Title of Reference: _____

Reference Phone Number: _____

How long have you know your reference? _____

In what capacity do you know your reference? _____

_____ has applied for a Resident Assistant position at

(Print Applicant's Name)

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 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!



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Rating Scale:

	1 Never	2 Seldom	3 Sometimes	4 Often	5 Always	N/O 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 lifestyle 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 & 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
This person is a strong leader				1	2	3	4	5	N/O

Please note: Letters of Recommendations, any additional comments, or explanations to the answers above may be attached in addition to this form.

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

Signature _____ Position/Title _____ Date _____