



JOHNSON & WALES UNIVERSITY • DENVER

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CAMPUS LIVING

Resident Assistant Application Packet  
Academic Year 2009-2010

**Applications are due to Jeff Pickett in COB 247  
by Friday January 23<sup>rd</sup> by 4pm.**



Dear Applicant:

Thank you for your interest in becoming a Resident Assistant for the 2009-2010 Academic Year! Being an RA can be a rewarding experience. As part of the Housing & Residential Education staff you will have the opportunity to develop and enhance leadership and communication skills, promote and support diversity through student interactions, assist students with the transition to campus life, and make friendships that will last a lifetime! If this sounds like something of interest, we encourage you to apply! In this booklet you will find the materials necessary for you to consider and apply for a Resident Assistant position.

It is important for you to understand the commitment, in terms of the position, so we urge you to read the Resident Assistant program participation qualifications and expectations descriptions and application material carefully. Feel free to contact the Department of Housing & Residential Education if you have any questions or need additional information. Contact Jeff Pickett at [303-256-9361](tel:303-256-9361) or via email at [jpickett@jwu.edu](mailto:jpickett@jwu.edu)

Additional information to consider is that the scholarship for the position may impact your financial aid package. If you have questions, please contact Financial Services, located in the College of Business 1<sup>st</sup> floor, directly above the Student Union or contact Student Academic & Financial Services at [303.256.9700](tel:303.256.9700) or via email @ [sfs.den@jwu.edu](mailto:sfs.den@jwu.edu).

Who are we looking for?

Successful Resident Assistants are students who are...

1. Interested in being active and responsible leaders in the Johnson & Wales community.
2. Passionate about being available to students of various cultures and traditions.
3. Committed to making a difference within the lives of students.
4. Interested in helping develop students by fostering a positive living community and by helping to facilitate student involvement.
5. Well balanced and know their priorities.
6. Committed to the success of the Housing & Residential Education department at the Denver campus of Johnson & Wales University.
7. Striving to educate and entertain students through programming (planning events & coordinating activities).

**Johnson & Wales University, Denver**  
**Department of Housing & Residential Education**  
**Resident Assistant participation qualifications and expectations Description**

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Housing & Residential Education at Johnson & Wales University, Denver is an essential part to the educational process of developing student citizenship. We pride ourselves on an environment that celebrates a uniqueness of each and every student and the various cultures and traditions that are present in our world today. Some of our goals include; supporting academics through programming, offering well-maintained facilities, fostering a physically and emotionally safe and secure campus environment and providing an effective management of services and resources.

**I. MINIMUM QUALIFICATIONS**

- 1.) Leadership potential as evidenced by previous leadership experiences, recommendations, evaluations, and as observed by the selection process.
- 2.) Advanced maturity shown by emotional stability, sound judgment, flexibility, and willingness to accept responsibility.
- 3.) Demonstrate an understanding and appreciation for diverse cultures and traditions.
- 4.) Good conduct standing with the University.
- 5.) Applicants must have completed (2) trimesters of undergraduate course work.
- 6.) You must have lived on campus
- 7.) A 2.5 cumulative grade point average; if a student's cumulative grade point average falls below 2.5, participation in the RA program may be terminated. If a student's term grade point falls below a 2.5, termination may result.

**II. ACADEMIC QUALIFICATIONS**

- 1.) RA's must carry and complete the minimum course load of 12 credit units. Students wishing to exceed twelve trimester hours need to receive written permission from the Director of Housing & Residential Education.
- 2.) An RA must maintain a trimester grade point average of a 2.5 and a cumulative grade point average of a 2.5 or higher. When an RA does not meet this, termination may occur.
- 3.) The RA must maintain satisfactory performance of responsibilities as well as academic conditions in order to stay employed. RA's will have on-going evaluations to monitor performance of duties.

**III. TIME COMMITMENTS**

The position of Resident Assistant requires several time commitments

- 1.) RAs must return to campus prior to August 24<sup>th</sup> to begin an intensive training session. RA training will require your attendance everyday prior to the first day of school. If other commitments interfere with this training period you may be asked to forfeit your position as an RA.
- 2.) RAs are required to stay on campus up to one week after graduation.
- 3.) RAs must also stay and help close the campus for Holiday Breaks:  
November 20, 2009      Stay until 4pm  
December 18, 2009      Stay until 4pm  
February 18, 2010      Stay until 4pm.
- 4.) RAs must also be available to assist with move in and opening of campus after Holiday Breaks;  
November 29, 2009      Return to campus by noon  
January 3, 2010      Return to campus by noon  
March 7, 2010      Return to campus by noon
- 5.) RAs will also be asked to participate in certain University Events (Open House, Fly-Ins, etc)
- 6.) RA responsibilities average 10 to 15 hours per week, including an average of 2-3 on-call shifts per week and a weekly meeting.
- 7.) RAs may also be asked to participate in staff selection processes throughout the academic year.
- 8.) RAs must not participate in any orientation programs that interfere with the Housing and Residential Education obligations in any way. Some examples may include; CAT and Orientation Leaders.
- 9.) RAs are required to attend a weekly staff meeting and one on one meetings with supervisor
- 10.) The RA position comes first with regards to other employment or co-curricular activities.

## **IV. RESPONSIBILITIES**

### **A. Community Development**

1. Encourage students to interact with residents in their communities.
2. Facilitate the growth of a floor/building community.
3. Help students make the most of their experience at Johnson & Wales University, by encouraging student to be involved with their campus community. More specifically, (1) encourage students to try new activities, (2) encourage students to seek out professors and the Center for Academic Support to be academically successful.
4. Confront students and provide written documentation (CCR's) to students who may not be adhering to the student code of conduct.
5. Be proactive and conduct mediation sessions between roommates or students who may be experiencing confrontations before they get out of hand.
6. Work with campus resources (Health & Wellness Center, Center for Academic Support) and students to develop programs focused around the out-of-classroom educational experience.
7. Support the Department of Housing & Residential Education's commitment to fostering a well-balanced programming effort, Head Residents and Resident Assistants are expected to implement activities that address students' growth and development, while adhering to programming guidelines established during training periods.
8. Keep residents informed about University events/activities through meetings, emails, posters, flyers, bulletins, newsletters, etc.
9. Be a positive role model for other students and staff on and off campus.

### **B. Personal Development**

1. Be available and accessible to students by spending time within the community.
2. Know all students on floor/wing.
3. Advise and counsel individual students on personal, social, and academic concerns; make referrals when necessary.
4. Serve as a resource for residents.
5. Foster an environment that celebrates the uniqueness of each and every student and the various cultures and traditions that are present in our ever changing world.

### **C. Administrative**

1. Develop and maintain a relationship with various departments on campus, such as Campus Safety, Sodexo Campus Services, Health & Wellness Center, etc.
2. Complete assigned administrative tasks in the allotted time frame. Such tasks may include, but are not limited to, occupancy checks, weekly reports, room inventories, and check-in & out materials.
3. Participate in RA staff selection process as needed.
4. Return early from summer, fall and spring breaks to prepare residence halls for returning residents.
5. Assist students in reporting facility/custodial related concerns to the appropriate departments.
6. Complete other duties as assigned.

## V. DEPARTMENTAL EXPECTATIONS

Resident Assistants should strive to represent JWU and the Department of Housing & Residential Education positively to students, parents, and the community. RA's are expected to devote the time necessary to fulfill his/her duties to the position. RA's are also expected to spend a minimum of 10 to 15 hours per week interacting with students. Some other expectations include but are not limited to...

1. Spend quality time with residents to explain and promote an understanding of residence hall and University policies, to relay important information, and to discuss issues and concerns.
2. Post all notices and communication from the Department of Housing & Residential Education and/or the Division of Student Affairs.
3. Resident Assistants strive to help each resident develop as a person, student, and a citizen of the University community. In their multiple roles as friend, adviser, administrator, and community builder, Resident Assistants demonstrate respect for the health, safety, wellbeing and rights of everyone living in the residence halls.
4. Associate with all residents on the floor and actively build and maintain an inclusive community on the floor in which differences in age, race, convictions, sexual orientation, gender and ethnicity are respected, and where diversity is both honored and valued as an opportunity to learn from one another.
5. Set a good example by exhibiting positive academic behaviors, responsibility and proper conduct.
6. Resident Assistants will be assigned a single room, in most cases. Placement is determined at the discretion of the Director of Housing & Residential Education and/or Coordinator of Housing & Residential Education.
7. Compensation includes an annual scholarship. RA applicants are expected to see their financial advisor to see how their scholarship affects their financial aid package. In order to maximize your RA scholarship funding you will need to complete your FAFSA by February 20, 2009 and all financial aid needs to be finalized by May 1, 2009.
8. As the job of a Resident Assistant is time consuming those who seek other jobs are expected to work no more than 20hrs/week. If other jobs or co-curricular activities are jeopardizing your position as an RA you may be asked to forfeit your position as an RA.
9. RA's are not guaranteed positions for multiple years. Returning RA's must provide necessary materials, documenting positive recommendations & see further growth in their future.

## VI. THE SIX WEEK CURRICULUM

In order to give you a clear picture of what members of the Housing & Residential Education staff do on a daily basis, we would like to share with you our guiding philosophy of the Six Week Curriculum. This curriculum serves as a guide to the RA's and gives them structure as they go about creating positive and cohesive communities.

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Many new students would identify their first six weeks at college as the most intense adjustment period of the year. This is also the period of time that is the most crucial for community building in the halls. During this period, the residents become accustomed to the academic stresses of college, build relationships, and form habits and norms. Hence, the RA will help facilitate the process of creating community and encouraging academic development while respectfully modeling behaviors & expectations. The Six Week Curriculum is based in four areas:

### 1. Relationship Building

Resident Assistants get to know their residents very closely through intentional one-on-one interactions; the RAs recognize that a new student may not come to them first, so they approach the residents purposefully. RAs are expected to role model appropriate relationship-building skills such as listening, conflict resolution, respect, kindness, etc. The RA helps residents get to know each other and form a community.

### 2. Discovering Common Interests

Resident Assistants find out the needs and interests of their residents, and program events that would offer residents opportunities to interact and try new things. Participating in a common activity will increase the residents' respect for each other, and cooperation accomplished at a program or activity away from the floor will translate into a stronger, more respectful community. RA's also assist in introducing students to campus groups and organizations and encourages them to take initiative to participate.

### 3. Supporting Academics

Resident Assistants are an integral part of a staff that strives to enhance student's success at the University. New students will need special help with study skills and time management. Resident Assistants work closely with students to encourage good study habits and create a floor environment conducive to academic success. They also provide information about campus resources and follow up with students who are struggling in classes.

### 4. Developing Community Standards

Students often test the limits of their new independence when they first arrive on campus. They are likely to need reminders and explanations in order to encourage a positive norm. Resident Assistants work to ensure that their floors are safe, respectful and comfortable space for all residents by consistently educating and informing residents of University policies. They pay special attention to explaining the rationale behind policies. RAs help show residents how their actions impact others in a negative way, thus helping them take personal responsibility for their community.

**Application for Resident Assistant  
Academic Year 2008-2009  
Due: Friday, January 23<sup>rd</sup> by 4pm to Jeff Pickett in COB 247**

Please take the time to fill this application out *completely*, answering all questions to the best of your knowledge. Answers for sections II-IV must be typed on a separate page. If you have any questions about the application please contact:

Jeff Pickett  
Coordinator Residential Education  
303-256-9361

**I. PERSONAL INFORMATION**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle:** \_\_\_\_\_

**J#:** \_\_\_\_\_ **Gender:** \_\_\_\_\_ **Class Standing:** 1yr. 2yr. 3yr. 4yr.

**Campus Address (If applicable):** \_\_\_\_\_ / \_\_\_\_\_

Building Room Number

**Permanent Address:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Street City State Zip

**Local Telephone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Cell Phone Number:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Summertime Telephone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**T-Shirt Size (Circle one):** XS S M L XL XXL XXXL

**Polo Shirt Size (Circle one):** XS S M L XL XXL XXXL

**Shoe Size:** \_\_\_\_\_

**JWU Email Address:** \_\_\_\_\_@jwu.edu **Alternate/Summertime Email:** \_\_\_\_\_  
(You must have an active JWU email address. Email is our main source of communication.)

**Fall Term GPA:** \_\_\_\_\_ **Cumulative GPA:** \_\_\_\_\_

\*\*\* If a student's cumulative grade point average falls below 2.5, participation in the RA program may be terminated. If a student's term grade point falls below a 2.5, termination may result. You must show proof of this by submitting your Uconnect unofficial transcript attached to this application. \*\*\*

**Major:** \_\_\_\_\_

\*\*\* Students planning on participating in an externship/CO-OP are encouraged to do their externship/CO-OP locally within the Denver area, as it beneficial for a floor community to have consistency in their RA. RA's who wish to fulfill their externship/CO-OP outside the Denver area during the academic year may be asked to forfeit their position. \*\*\*

**How long have you lived on-campus at JWU-Denver?** \_\_\_\_\_

**Have you lived on any other JWU campus?** \_\_\_\_\_ **If so, how long?** \_\_\_\_\_

**When are you scheduled to participate in an externship/CO-OP? (Circle One)**

**Fall 09 Winter 10 Spring 10 Non Applicable**

**Do you plan to stay in the Denver Metro Area for the externship/CO-OP? (Circle One) Yes No**

**Scheduled Graduation Date? (Circle One) February 2010 May 2010 Other \_\_\_\_\_**

**Non-discrimination Policy**  
Johnson & Wales University does not discriminate unlawfully on the basis of race, religion, color, national origin, age, sex, sexual orientation, or disability in admission to, access to, treatment of, or employment in its programs and activities.

## II. Education, Work Experience, Activities, and Leadership

Please attach a personal resume with this application. Include your previous work experiences, leadership positions, awards and honors, etc. The Career Development Office will be able to assist you with your resume.

## III. Activities Planned for next year

List your weekly commitments (outside of academics) you expect to have and estimated time for each.

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_
- 4.) \_\_\_\_\_
- 5.) \_\_\_\_\_

## IV. Essay Questions:

(Please type all questions with answers using an attached sheet.)

1. Why are you applying for the Resident Assistant position?
2. What do you expect to gain by being a Resident Assistant?
3. What is your perception of the Resident Assistant position and the responsibilities it entails?
4. What do you perceive as general needs of students and/or current issues they are facing who will be living on campus at Johnson & Wales University?
5. What does community mean to you? How would you establish a sense of community among your residents? How does programming affect the development of the community?
6. Please give an example of a program that you would be interested in facilitating for the next year.

## V. References:

Please list 2 references and have them fill out and submit the reference document included in this application packet. Do not use current or former RAs/students as references; their input will be received at another time. You are encouraged to use references from a faculty and/or professional staff member, if possible.

- |     | Name  | Relationship | Phone Number |
|-----|-------|--------------|--------------|
| 1.) | _____ | _____        | _____        |
| 2.) | _____ | _____        | _____        |

## VI. Certification:

I \_\_\_\_\_ affirm that the information in this application is complete, accurate and true. I have also read and understand the Resident Assistant program description.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## VII. Application Check List:

- Completed application turned in by deadline
- Resume attached
- Typed Essay Questions attached
- 2 Letters of References
- Copy of Uconnect unofficial transcript
- Signed up for an individual interview time
- Noted group interview date, location, and time

**JOHNSON & WALES UNIVERSITY – Denver Campus**  
**FIRST YEAR RESIDENT ASSISTANT REFERENCES**

**TO BE COMPLETED BY THE CANDIDATE:**

Candidate's Name (please print): \_\_\_\_\_

.....  
**TO BE COMPLETED BY THE EVALUATOR:**

The student named above is in the process of applying for the position of **Resident Assistant** for the 2009-2010 Academic year. Please evaluate this individual in an open and honest manner. **Please return evaluation in the envelope provided. If the envelope has been lost please return to the following address...**

Johnson & Wales University  
Housing & Residential Education  
Attn: Jeff Pickett  
7150 Montview Blvd.  
Denver, CO 80220

1. In what capacity and for how long have you known this student?

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

2. What characteristics does this individual hold that would qualify him/her for the position of Resident Assistant?

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

3. What reservations, if any, do you have about the applicant's ability to perform the job responsibilities of this position?

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

4. Please provide any other information that you feel the Resident Selection Committee should know about this candidate?

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

Please place "X" in the appropriate box that best describes the candidate in the given category. Please give your best opinion in each category for the candidate, if you have not seen the candidate demonstrate a category simply place an "X" in the Not Observed box.

Category	Exemplary	Strong	Proficient	Limited	Unacceptable	Not Observed
Maturity						
Time Management						
Trust						
Creativity						
Responsibility						
Team Work						
Leadership						
Communication						
Interpersonal Skills						
Sensitivity to Others						
Role Model						
Character						
Emotional Stability						
Counseling Abilities						
Crisis Management						

Please check one of the following choices:

- Recommend with enthusiasm
- Recommend
- Recommend with minor reservations
- Recommend with major reservations
- Do not recommend

*Thanks for taking the time to complete this form.  
Your thoughts and comments are appreciated.*

*Please return this evaluation to the Department of Housing and Residential Education no later than Friday, January 23, 2009.*

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**JOHNSON & WALES UNIVERSITY – Denver Campus**  
**FIRST YEAR RESIDENT ASSISTANT REFERENCES**

**TO BE COMPLETED BY THE CANDIDATE:**

Candidate's Name (please print): \_\_\_\_\_

.....  
**TO BE COMPLETED BY THE EVALUATOR:**

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Housing & Residential Education  
Attn: Jeff Pickett  
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Denver, CO 80220

5. In what capacity and for how long have you known this student?

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

6. What characteristics does this individual hold that would qualify him/her for the position of Resident Assistant?

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

7. What reservations, if any, do you have about the applicant's ability to perform the job responsibilities of this position?

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

8. Please provide any other information that you feel the Resident Selection Committee should know about this candidate?

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

Please place "X" in the appropriate box that best describes the candidate in the given category. Please give your best opinion in each category for the candidate, if you have not seen the candidate demonstrate a category simply place an "X" in the Not Observed box.

Category	Exemplary	Strong	Proficient	Limited	Unacceptable	Not Observed
Maturity						
Time Management						
Trust						
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Responsibility						
Team Work						
Leadership						
Communication						
Interpersonal Skills						
Sensitivity to Others						
Role Model						
Character						
Emotional Stability						
Counseling Abilities						
Crisis Management						

Please check one of the following choices:

- \_\_\_\_\_ Recommend with enthusiasm
- \_\_\_\_\_ Recommend
- \_\_\_\_\_ Recommend with minor reservations
- \_\_\_\_\_ Recommend with major reservations
- \_\_\_\_\_ Do not recommend

*Thanks for taking the time to complete this form.  
Your thoughts and comments are appreciated.*

*Please return this evaluation to the Department of Housing and Residential Education no later than Friday, January 23, 2009.*

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title