



JOHNSON & WALES
UNIVERSITY

Resident Assistant Application

2009-2010

Dear Resident Assistant Applicant,

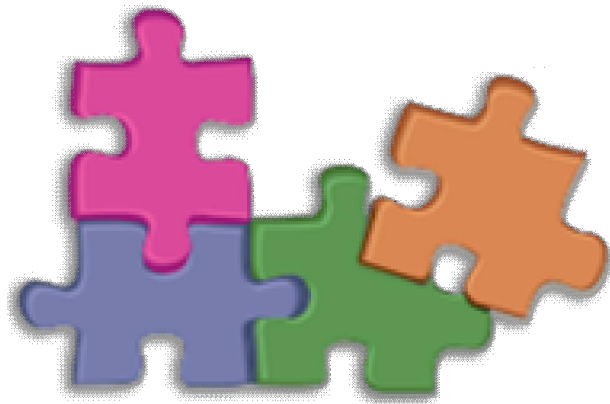
I would like to take this opportunity to thank you for your interest in the Resident Assistant position here at Johnson & Wales University, North Miami Campus. The department is dedicated to offering the best possible services to the residents of this campus. In doing so, it becomes increasingly important to ensure that the most qualified and committed applicants are hired. Therefore, you will find the application process to be educational, in that you will learn about yourself as well as the Department of Residential Life.

Contained in this packet you will find all of the information and criteria you will need to complete the application process. You will also need to sign up for an interview with Lou Kaminski, Assistant Director of Residence Life by **Friday, January 30th, 2009.**

Again, thank you for your interest. If you have any questions, please feel free to contact Mr. Kaminski at (305) 459-6100. Best Wishes!

Sincerely,

Dr. Daniel E. Ofstein
Director of Residential Life



"Your piece completes our puzzle!"



******RESIDENT ASSISTANT POSITION DESCRIPTION******

RESIDENT ASSISTANT PRIMARY RESPONSIBILITIES

The Resident Assistant (RA) plays a critical role in reaching the goals of the Department of Residential Life within the Residence Hall community. With training and supervision, the RA contributes to the creation of an educational environment in which residents are encouraged to develop their unique potential as responsible, contributing members of the Johnson and Wales community.

POSITION DESCRIPTION

- Foster a sense of community on the floor by creating common goals and behavioral norms.
- Create an atmosphere in which students respect each others' rights and appreciate each others' differences as well as provide support for each other.
- Reinforce community standards by helping students to recognize and resolve conflict.
- Develop good interpersonal relationships with residents, while helping them identify their academic and extracurricular needs.
- Provide consistent communication with floor members through individual interaction, updated bulletin boards, and floor meetings.
- Communicate maintenance needs for their building to Facilities through use of the established Work Order system, and to the Residential Life Coordinator/ Assistant Director as needed.
- Recognize natural leaders in the area, encourage and motivate leadership roles and responsibility.
- Serve as a resource person for University services such as the Student Success Center , Student Health Center, and Career Services.
- Assist the Office of Residential Life with administrative tasks, such as residence hall closings and openings, staff evaluations, room inspections, housing surveys, room assignments, etc.
- Document violations of the Student Code of Conduct and submit documentation following established procedures.
- Establish a Floor Community Agreement which defines behavioral standards, norms, and expectations for floor members.
- Maintain an environment conducive to academic success.
- Help students become familiar with and adhere to all college rules/regulations outlined in The Student Handbook and help them realize the consequences of their behavior.
- Confront inappropriate behavior and follow procedures for referral to professional staff.
- Respond to personal and medical emergencies.
- Develop, implement, and evaluate at least three programs per month (2 Social and 1 Passive).
- Conduct assessments of residents' needs and interests; invite residents to become involved in the planning and implementing of programs.
- Encourage faculty members to get involved by organizing faculty/student events at least one per term.
- Help develop and implement at least 1 Hall-wide program per term.
- Assist with the opening and closing of residence halls. This means that RAs must return prior to the opening of the halls and remain on campus through closing.
- Return prior to the residence hall opening date to participate in the mandatory staff training program at the start of the Fall term and Participate in the Spring Training Program in January.
- Attend weekly staff meetings and/or other meetings as instructed by the Residential Life Coordinator/ Assistant Director and/or Director of Residential Life.
- Participate in staff development activities, including In-service Training Programs, as instructed by the Residential Life Coordinator/ Assistant Director and/or Director of Residential Life.
- Meet individually with the Residential Life Coordinator/ Assistant Director and/or Director of Residential Life on a regular basis to discuss performance and personal concerns.
- Participate in a formal evaluation session with the Residential Life Coordinator/ Assistant Director.
- Consult with and receive approval from their Residential Life Coordinator/ Assistant Director before pursuing a major office in any campus organization or committee.

- Consult with and receive approval from the Residential Life Coordinator/ Assistant Director before accepting any additional employment on or off campus (Head RAs are NOT allowed to have outside or other employment beyond their position with Residential Life). **Should an RA be approved to have an outside job, he/ she CANNOT work more than 20 hours a week at that job. Also, the RA must fill out an outside job contract addendum.**
- Adhere to their scheduled duty coverage. The schedules are established during staff meetings at the beginning of each month. Duty coverage is during all periods in which the residence halls are open. **Changes may be made for emergency or academic reasons only!** All changes must be approved by your Residential Life Coordinator/ Assistant Director.
- Serve as positive role models. Violation of University policy, Residence Hall policy, or the terms and conditions listed in this position description may be considered cause for dismissal from the Resident Assistant position.

Appointment Period

The Resident Assistant position is for one academic year (Fall, Winter and Spring terms). Reappointment is contingent upon successful completion of related responsibilities and a formal evaluation process conducted by an appropriate professional staff member.

The basic criteria, time commitments and responsibilities of the Resident Assistant position are described above. The Resident Assistant scholarship is compensation for the position. All RA s must observe and fulfill the mission, uphold and follow the policies and procedures of the Department of Residential Life and Johnson & Wales University. If an RA does not meet the requirements of the Resident Assistant position, then he/she may be released from the position and WILL have his/her scholarship prorated accordingly.

Exceptions to this description may be made by approval of the Director of Residential Life.



Please read carefully – Retain this page for your records.
If you have questions throughout the selection process, contact:
Lou Kaminski at lkaminski@jwu.edu or Cathee Hill at chill@jwu.edu

REQUIREMENTS

To be considered for selection as a Resident Assistant you must:

- Be in good academic standing and have a clear Student Conduct record with the University.
- Have CUMULATIVE AND TERM GPA OF 2.75 at the time of application and maintain such through period of employment with Office of Residential Life, this also includes your term GPA. **For verification purposes, attach a copy of your academic transcript, available from Uconnect® to your application packet. Please note you will not be considered for the position if this information is missing.**
- Have lived on campus for at least two full terms.

If selected for a Resident Assistant position you must:

- Return to campus in late August 2009 for Fall training. Specific date, time, and location information will be provided to candidates whom are offered positions.
- Maintain full-time student status, staff who drop below this requirement may lose their position.

Please note that the required time commitment also includes weekly staff meetings, desk and on-call shifts, and monthly in-service trainings as assigned.

Other important working dates are as follows:

- November/December (Training sessions for new hires)
- Labor Day
- Columbus Day
- Thanksgiving Break
- Last Day before Holiday Winter Break in December
- Return early from Holiday Winter Break
- Martin Luther King Jr. Day
- Spring Break February
- Final Closing, staff leaves a day after building closes
- Independence Day July 4th (Summer Staff Only)

SELECTION PROCESS TIMELINE

Applications Available: Wednesday, January 9th, 2009 (*Tropical Pointe, Lakeside, and Flamingo Hall Front Desks*)

Applications Due: Friday, January 30th, 2009 4 PM

Applications must be complete and include a resume, letters of reference, completed essay questions, and a copy of your most current academic transcript printed from Uconnect®. **Late or incomplete applications will not be considered for positions.** Completed application packets may be submitted to Lou Kaminski at Tropical Pointe at the Front Desk or in Lou's mailbox in Flamingo Hall.

Individual Interviews:

Monday, February 2 nd , 2009	1PM-4PM	Wednesday, February 4 th , 2009	9AM-12PM
Thursday, February 5 th , 2009	1PM-4PM	Friday, February 6 th , 2009	1PM-4PM
Monday, February 9 th , 2009	9AM-12PM	Tuesday, February 10 th , 2009	1PM-4PM
Wednesday, February 11 th , 2009	1PM-4PM	Thursday, February 12 th , 2009	1PM-4PM

All Interviews will take place at Tropical Pointe in Lou's office Room 205. Please sign-up at the front desk of Tropical Pointe for an interview date and time.

You will participate in an interview with the selection committee members. Expect interviews to be approximately thirty minutes in length. Professional attire is expected at interview session.

Group Process: Friday, February 13th, 2009 9AM – 12PM

Decisions: Friday, February 20th, 2009

All applicants will be notified by letter of the selection committee's decision.
Letters will be placed in residence hall mailboxes.

GENERAL INFORMATION

Full Name (last, first, middle initial): _____

Gender: Male Female

Student ID Number: _____

University Email Address: _____@students.jwu.edu

Local Address: _____
(Street Address – If on-campus, list building and room number only)

Permanent: _____
(Street Address, include apartment number if applicable)

City/State/Zip Code

City/State/Zip Code

Local Telephone Number: _____

Cellular or Alternate Telephone Number: _____

HOUSING & EDUCATION INFORMATION

How long have you lived in University housing? _____

Class Level: FR SO JR SR

Anticipated Graduation Dates: Associate's Degree: _____

Bachelor's Degree: _____

Present Cumulative GPA (on a 4.0 scale): _____ (Maintain a CUMULATIVE AND TERM GPA OF 2.75 through employment, if offered)

During the 2009-2010 academic year, do you plan to participate in a co-op, intern/externship experience? Yes No

If yes, what is your anticipated term of participation: Fall 2009 Winter 2009-2010 Spring 2010

(Participation in one of the above will not disqualify an applicant from being offered a position. Information is used for planning purposes only.)

If you are interested in working with a Living and Learning Community for the 2009-2010 academic year, please contact the Director of Residential Life. (Dr. Ofstein at 7055)

Property interests for 2009-2010: (This does not mean that you will be placed at the location selected, it's just an interest you may have.)

Flamingo Hall
(Freshmen Hall)

Tropical Pointe
(Freshmen Hall)

Lakeside Towers
(Upperclassmen Hall)

Emerald Lake
(Upperclassmen Hall)

Arch Creek
(GREEK HOUSING)

Palm Gardens
(Upperclassmen Hall)

ANTICIPATED COMMITMENTS DURING THE 2009-2010 ACADEMIC YEAR

List any activities (such as student organizations, outside employment, etc) that you plan to engage in during the 2009-2010 academic year and the approximate time commitment (in hours) of each per week. Please note that all commitments outside of the Resident Assistant position and your academic courses will require approval from your Residential Life supervisor and/ or the Director of Residential Life.

Activity	Commitment (hours per week)

RESUME

Please attach a current resume to your application. Should you require assistance in developing your resume, please contact the Office of Career Development, located in ASC 104.



The following questions will be used to measure your knowledge of the position as well as your writing skills. Please read each question carefully, and then formulate a response. All answers should be typed.

1. From your perspective, what do you feel are the three most important roles of a Resident Assistant and why?
2. If hired as a Resident Assistant, list and explain three goals you would have for yourself as a first year RA?
3. In what ways do you think residence hall living is a benefit to students?
4. Explain three things, that as a Resident Assistant, you would implement to embrace diversity within the residence halls. In addition, what could you do to make the residence hall environment an enjoyable, productive and safe place to live?
5. What role do you play on a team? Describe your work style and what type of work environment you are most successful.



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Please read the declaration below carefully, affixing your signature at the end.

To the best of my knowledge, the information that I have furnished on this application is true and correct. I realize that intentional falsification of statements on this application will subject me to being disqualified as an applicant now and in the future for any employment with the Department of Residential Life, and if hired, to immediate termination.

I have reviewed the Resident Assistant Job Description, as attached and understand the duties and responsibilities of the position (including attendance at spring/fall training), as well as the outlined benefits. If offered a position, I will contact my Financial Planner prior to accepting the position to determine any changes to my financial aid package.

I hereby grant the Office of Residential Life permission to verify my cumulative GPA and student conduct record. By signing below, I certify that I currently have a minimum of a 2.75 cumulative GPA and understand that I must maintain such throughout my employment with the Office of Residential Life, if offered. If hired, this release shall remain in effect throughout my employment as a Resident Assistant. I further understand that I must have a clear student conduct record to be considered as an applicant for this position. If hired, this release shall remain in effect throughout my employment as a Resident Assistant. If I am found responsible for a violation of the Student Code of Conduct, I may be terminated from my position, to be determined by the Director of Residential Life.

Applicant Signature

Date

New Hire Resident Assistant Candidate Recommendation Form
Reference 1

Name: _____

J Number: _____

INFORMATION

Applicants for a Resident Assistant position are required to submit **two** recommendation forms with their application packet. The recommendations must come from faculty, staff or previous employers. ***Recommendations from Resident Assistants, Teaching/Student/Office Assistants, other students or relatives will not be accepted.*** Please provide each of your references with one of the attached forms to complete. Completed reference forms must be returned with your application packet to the Office of Residential Life by Friday, January 30, 2009.

REFERENCE

The above named student is in the process of applying for a Resident Assistant position with the Department of Residential Life for the 2009-2010 academic year. Resident Assistants are selected on the basis of: leadership, interpersonal skills and the desire to assist on-campus students in developing into successful individuals. Please complete this form in its entirety and return to the above applicant in a **sealed envelope with your signature across the seal.**

1. Please indicate how well you know the above applicant:

- Know very well through personal contacts outside of the classroom or office
- Know through classroom or office contact only
- Know well enough to give a general recommendation
- Have general acquaintance
- Do not know well enough to rate

2. Please comment on the applicant's ability in the following areas, as it relates to the Resident Assistant position (interaction with peers, leadership, communication with others, self-awareness, sensitivity to others). What specific skills does s/he demonstrate?

3. Please comment on any reservations you may have about recommending this applicant for a Resident Assistant position.

4. Based on my knowledge of this applicant as a Resident Assistant candidate, I would rate him/her as being:
(please check one)

- Preferred (excellent in a Resident Assistant position)
- Highly recommend
- Recommend
- Recommend with reservations (explain above)
- Do not recommend applicant for Resident Assistant position (explain above)

5. Additional information (please include any additional information that may be useful to the selection committee):

Reference Name (printed):	Relationship to Applicant:
Reference Signature:	Date:

New Hire Resident Assistant Candidate Recommendation Form
Reference 2

Name: _____

J Number: _____

INFORMATION

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Reference Name (printed):	Relationship to Applicant:
Reference Signature:	Date:



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Please review the following checklist prior to submitting your application. The selection committee will not consider late or incomplete applications. Once you have ascertained that your application is complete, please submit all application materials (in the order listed below) in a plain manila file folder with your full name on the tab.

Completed Application

Did You Remember To...

- Attach resume?
- Include copy of your current academic transcript from Uconnect® showing verification of minimum GPA requirements?
- Select a Group Process Day session preference?
- Read, sign and date the application declaration?

Completed Essay Questions

Two Completed Recommendation Forms (in individual sealed envelopes)

All Application Materials Submitted in a Manila Folder (full name on tab)

**Completed Applications Are Due By: Friday, January 30th,
2009 Applications can be submitted to Lou at Tropical Pointe's
Front Desk by 4pm. Good Luck!!**