

YOU'RE A PIECE OF THE PUZZLE

RA APPLICATION PACKET

2012/2013

Contents :

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- * Application for Employment
- * Recommendation Forms (3)
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Applications are due
Wednesday, February 15, 2012
by 5pm



Office of Residence Life and
Housing
Belmont Residence Hall
719-549-2602
Justin Hergert – Selection
Committee Chair
[justin.hergert@colostate-
pueblo.edu](mailto:justin.hergert@colostate-pueblo.edu)



This could be you!





2012 – 2013

Resident Assistant Application Info

Applicant Requirements

- 2.5 GPA at the end of the Spring 2011 Semester
- Must have lived in a residence hall for two semesters
- Be at Sophomore status at the end of the Spring 2011 Semester
- Must return a completed application by **Wednesday, February 15, 2012 at 5:00pm**
- Attend group evaluation session on Tuesday or Wednesday, February 28/29, 2012. You will be notified of your group process date and time via email invitation on February 22, 2012.
- Attend an individual interview on Monday, March 5, 2012 through Friday, March 9, 2012. You will sign up for your individual interview time at group process.

Learning Community or Thunderwolf Residential Academic Community Resident Assistants

- If you are interested in being a Resident Assistant on a Thematic Floor or Thunderwolf Residential Academic Community (TRAC) you must complete the additional requested information and questions on page 9 of the application packet.
- Full descriptions of these positions are included on page 9 of the application packet.
- We encourage all interested applicants to apply for these positions.

A Completed Application Includes:

- Resident Assistant Application for Employment with essay questions
- Recommendation Forms (3) Two are required from people of your choice and 1 is required from your RA
- Living Learning Community or Thunderwolf Residential Academic Community form (even if not interested)

Additional Information

- After the review of all applications and interviews, candidates will be notified of their status. Candidates will be identified as either: **hired, being placed in the alternate pool, or denied.**
- Incomplete applications will not be considered.

Questions

If you have any questions regarding the selection process or your eligibility, please contact Justin Hergert, RA Selection Process Chair at justin.hergert@colostate-pueblo.edu.

Important Dates

- Wednesday, February 15, 2012 – Application due by 5pm
- Wednesday, February 22, 2012 – Notification of Group Process time send to your email account
- Tuesday/Wednesday, February 28/29, 2012 – Group process (sign up for your individual interview)
- March 5 through March 9, 2012 – Interviews held (Culebra Hall Conference Room)
- Wednesday, March 21, 2012 – Decision letters will be placed in your mailbox
- Friday, April 20, 2012 – New staff meeting Greenhorn Hall Classroom



2012 – 2013 Resident Assistant Position Description

Minimum Qualifications

- Successful applicants must be enrolled for at least 12 credits hours during the academic year and/or at least one academic course during summer session. Credit hour loads of greater than 12 credits during the academic year must have prior approval by the Director of Residence Life and Housing.
- Have 30 credit hours completed at Colorado State University-Pueblo at the time of employment.
- A 2.5 CSU - Pueblo grade point average (both semester *and* cumulative) is required and a prerequisite for employment and must be maintained throughout the appointment.
- Previous experience in residence hall living, work with individuals and groups, or demonstrated leadership skills is highly desirable.
- Resident Assistants must be in good conduct standing with the University and not on any probationary period through the conduct sanctioning process.

Terms of Employment

- This live-in appointment will begin on Friday, August 3, 2012 at 12pm and last through Sunday, May 5, 2013 at 5pm.
- The Resident Assistant shall be legally bound to the Room and Board agreement, as signed by all residential students (including the housing agreement release policy).
- Remuneration shall include a single room and meal plan (12 meals a week/14 meals a week/17 meals a week). If you receive financial aid, *this may change your financial aid package.*
- The Resident Assistant shall not assume any paid responsibilities other than the Resident Assistant position, including work study and student hourly jobs on campus, without prior approval from the Director of Residence Life and Housing. Such permission will be dependent upon the individual's course load and job performance.
- The Director of Residence Life and Housing must approve any major time commitments (i.e., outside job, leaving on weekends, etc.) that will occupy more than 10 hours per week.
- We are required to provide staff coverage at all times during breaks. Staff members will be required to stay late to close the building for every break and arrive early to open the building after every break.

Major Responsibilities General Duties

- The Resident Assistant shall be available, visible and accessible to residents by spending time on the floor.
- The Resident Assistant member shall advise residents regarding personal, social, and academic concerns in a timely manner, referring to professional staff when necessary.
- The Resident Assistant member shall assess and respond to the needs of residents consistently and timely.
- The Resident Assistant member shall serve as an appropriate role model for policy adherence and general behavior.
- The Resident Assistant will perform the assigned administrative assignments/tasks.
- Other duties as assigned.

Creating a Sense of Belonging

- The Resident Assistant shall recognize that his or her room also serves as an area for confidential conversations with residents and other job-related activities. In deciding how his or her room will be used, the Resident Assistant will use sound judgment in how that use will affect the perceptions of the residents. To create a welcoming space for ALL, the Resident Assistant shall not display posters or materials which might be viewed as homophobic, sexually, racially, or ethnically, offensive. The Resident Assistant shall keep his or her room clean so as to create a welcoming environment.
- The Resident Assistant shall facilitate floor meetings on a regular basis in an effort to develop and maintain a sense of belonging, share information, make community decisions, and identify community needs, activities, and programs.
- The Resident Assistant will be responsible for a certain number of programs, bulletin boards, and door decorations (to be decided upon during fall training).
- The Resident Assistant shall engage residents in meaningful, intentional interactions that build relationships with one another and promotes community.

Providing Residential Educational Opportunities

- In supporting the Department's commitment to fostering a well-balanced educational experience, the Resident Assistant shall participate in the implementation of programs and activities, which will address student growth and development.
- The Resident Assistant shall assess the co-curricular and academic needs of their community on a consistent and regular basis.
- The Resident Assistant shall meet the assessed needs of their community through intentional and regular active programs and the posting of passive information on common area bulletin boards.
- The Resident Assistant must complete all necessary paperwork (weekly report, programming plan and evaluation, and incident reports) in a timely fashion.

Staff Development and Administrative Responsibilities

- The Resident Assistant shall develop and maintain a close and supportive working relationship with other staff members. Communication, cooperation, and consideration are of extreme importance in all interactions with others.
- The Resident Assistant shall assume duty responsibilities on a regular basis. This includes being in the building during duty nights.
- The Resident Assistant shall participate in the formal evaluation process. In addition to being evaluated each semester, the Resident Assistant shall complete a self-evaluation. The spring evaluation process shall serve as the basis for reappointment process for Resident Assistants wishing to continue their employment.
- The Resident Assistant shall participate in weekly staff meetings.
- The Resident Assistant shall disseminate and post campus information, collect information from residents (individually and through floor meetings) relative to departmental matters, and submit program evaluation forms on a regular basis.
- The Resident Assistant shall assist in the opening and closing of the residence halls at the beginning and end of each summer session. The Resident Assistant is responsible for completing the check-in and check-out process for all students.
- The Resident Assistant shall assist in the general orientation of students to campus, through the room assignment and room change procedures, and collect room inventory forms and regular floor lists.
- The Resident Assistant shall perform all other administrative duties as assigned.

Policy Enforcement and Accountability

- The Resident Assistant shall serve as a role model for other staff and residents in abiding by, interpreting, and upholding all conditions of the room and meal plan agreement, as well as all Departmental and University policies.
- The Resident Assistant shall confront all students who violate community standards, or Departmental and University policies and procedures.
- The Resident Assistant shall document all alleged policy and procedure violations in a timely manner.
- The Resident Assistant shall educate students about their responsibilities for maintaining a safe and secure environment.
- The Resident Assistant shall assist in damage billing by identifying appropriate individuals involved with floor/building damage and completing the appropriate forms, etc.
- The Resident Assistant shall educate students with regard to safety and security issues.
- The Resident Assistant shall report all emergencies or serious illnesses to appropriate sources.
- The Resident Assistant shall act as a liaison between custodial and maintenance staff and the residents.

Staff Manuals, Materials, and Keys

- Each Resident Assistant shall be required to sign for all of their keys and will be billed for any lost keys and lock changes that result from the loss of keys. Staff members that lose their keys will be terminated from their position.
- Staff will be held responsible for their staff manuals and materials distributed for the successful completion of their job. Damage to or loss of these items will result in an appropriate charge for the replacement or repair of the materials.

Professionalism

- Resident Assistants shall uphold, enforce, and live by all University and Residence Life and Housing policies.
- Resident Assistants shall maintain good working relationship with all professional and student staff.
- Resident Assistants shall employ good written, listening and oral communication skills.
- Resident Assistants shall demonstrate quality decision making and evaluative skills.
- Resident Assistants shall maintain a positive attitude towards position, department and institution

Time Commitments

- Desk Hours - (4 hours paid per week)
- In-Services – (up to four per semester)
- Weekly staff meetings (once a week for 1 hour every Wednesday from 5pm-6pm)
- On-Duty (depends on staffing in the building but averages once every other week)
 - The RA On-Duty must remain in the building at all times during shift
 - 1 day a week
 - 5-9 weekends per semester
- All Community Meetings (1 – 4 floor meetings a semester)
- Attend the Residence Hall Association Meeting – (once a week for 1 hour)
- Weekly 1 on 1 with professional staff – (once a week for 1 hour)
- Programs and Activities
 - 1 pre-planned program from each of the curriculum areas within the prescribed time
 - Personal Health & Wellness, Technological/Computer Knowledge, Transitional, Humanitarianism
 - Attendance at a minimum of two campus activities with residents twice a month
 - Minimum of one hall wide educational and 1 hall wide social program
 - 1 Intramural Activity per semester
 - Serve on a minimum of 1 committee per semester to plan and execute department wide educational initiatives.

- Bulletin Boards –
 - 1 Community Bulletin Board Completed each month
 - 1 Educational Bulletin Board Completed each month
- Door Decorations – (completed twice a semester)
- Training
 - Fall – approximately two weeks prior to the start of the Fall Semester. All resident assistants are expected to attend and participate in the spring training. Portion of the training may be held at an off-campus location. Resident Assistants not able to attend the training will be removed from the position.
 - Spring – approximately one week prior to the start of the Spring Semester. All resident assistants are expected to attend and participate in the spring training. Portion of the training may be held at an off-campus location. Resident Assistants not able to attend the training will be removed from the position.
- Break periods
 - Thanksgiving Break Closing
 - Winter Break Closing
 - Spring Break Closing
 - May Closing
- Resident Assistants must obtain Director’s approval for hourly on-campus employment.
- Resident Assistants must obtain Director’s approval for extracurricular and/or volunteer involvement.
- Weekends – Resident assistants must remain on campus for the following weekends:
 - Fall opening and closing
 - Homecoming
 - Spring opening and closing
 - Other weekends as determined by the Office of Residence Life and Housing.
- Administration
 - Check in/out
 - Health and Safety check
 - Surveys and Assessments
 - Resident Interviews
- Administrative duties as assigned

Behavior

If a Resident Assistant is alleged to be in violation of University and/or Residence Life and Housing policies, the case will be referred to Office of Student Judicial Affairs. If the Resident Assistant is found responsible for violating University policies, the Director will evaluate the suitability of remaining in the RA position. While the case is being reviewed, the Director may take interim restrictions on the RA until the case is resolved.

A Residence Life and Housing staff member can and will be dismissed for any of the reasons listed below:

- Violating any of the before mentioned agreements
- Undermining the effectiveness of fellow Residence Life and Housing Staff
- Violating confidential information
- Falsifying an incident report
- Using the position to attain privileges not available to other residents or staff
- Being under the influence of alcohol or illegal drugs while on call
- Not being in the building while on duty (must be in building by specified time determined by the Director)
- Misuse, abuse, loss of keys
- Not completing requirements of the position
- Not following/completing directives given by the Director
- Lack of visibility and/or availability to the residents and staff.
- Being away from the building overnight without prior approval from the Director
- In the discretion of CSU-Pueblo Residence Life and Housing, engaging in activities detrimental to the CSU-Pueblo Residence Life and Housing Program and their residents.



Resident Assistant Application for Employment

General Information	<p>Name: _____ <small style="margin-left: 100px;">Last</small> <small style="margin-left: 100px;">First</small> <small style="margin-left: 100px;">Middle</small></p> <p>PID: _____</p> <p>Current Address: _____ <small style="margin-left: 100px;">Street</small> <small style="margin-left: 100px;">City</small> <small style="margin-left: 100px;">State</small> <small style="margin-left: 100px;">Zip Code</small></p> <p>Permanent Address: _____ <small style="margin-left: 100px;">Street</small> <small style="margin-left: 100px;">City</small> <small style="margin-left: 100px;">State</small> <small style="margin-left: 100px;">Zip Code</small></p> <p>Cell Phone: _____ Home Phone: _____</p> <p>E-Mail Address: _____</p>		
Academic Information	<p>College Major: _____ Emphasis: _____</p> <p>Class Standing: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Other</p> <p>Cumulative GPA: _____ Projected Graduation Date: _____ <small>(attach a copy of your unofficial transcript)</small></p>		
Other Information	<p>How many semesters have you lived in University Housing (include current semester)? _____</p> <p>Have you attended any other colleges/universities other than CSU-Pueblo? Y / N</p> <p style="margin-left: 40px;">If yes, please list: _____</p> <p style="margin-left: 40px;">Did you live in their residence hall system? Y / N</p> <p style="margin-left: 80px;">If yes, number of semesters: _____</p> <p>Have you ever been found responsible for violating the Student Code of Conduct? Y / N</p> <p style="margin-left: 40px;">If yes, please explain: _____</p> <p>Have you ever been charged or convicted of a felony or misdemeanor? Y / N</p> <p style="margin-left: 40px;">If yes, please list date, charge, location, court, and action taken: _____</p> <p style="margin-left: 40px;">_____</p>		
Floor Preference <small>(Rank Order 1-6, 1 Being the Highest)</small>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> Traditional Floor <input type="checkbox"/> 18 Hour Quiet Floor <input type="checkbox"/> All Men's Floor <input type="checkbox"/> Apartment Style (Walking Stick) </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> All Women's Floor <input type="checkbox"/> Living Learning Community or Thunderwolf Residential Academic Community <i>(Fill out page 9)</i> </td> </tr> </table>	<input type="checkbox"/> Traditional Floor <input type="checkbox"/> 18 Hour Quiet Floor <input type="checkbox"/> All Men's Floor <input type="checkbox"/> Apartment Style (Walking Stick)	<input type="checkbox"/> All Women's Floor <input type="checkbox"/> Living Learning Community or Thunderwolf Residential Academic Community <i>(Fill out page 9)</i>
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Resident Assistant Application for Employment

Involvement

Co-curricular/ Extra-curricular Activity/Organization (*indicate position if applicable*) Dates

Volunteer Experiences Dates

Previous work experiences Dates

Any other relevant experiences Dates

Supplemental Essay Questions

Please provide typewritten responses to the following questions on separate paper. Be sure to provide as much information as necessary.

- 1) What is the role of a Resident Assistant?
- 2) What role does teamwork play in the Resident Assistant position and how do Resident Assistants utilize teamwork?
- 3) Describe what makes a good community.
- 4) Describe a past experience that you have had that would contribute to you success as a Resident Assistant.
- 5) Describe the roles of educational programs and social event in the residence hall, and your ideal program.

**Colorado State University-Pueblo
Residence Life and Housing**

Living Learning Community and Thunderwolf Residential Academic Community Identification

Part I.

I am interested in being a Resident Assistant in a Living Learning Community or Thunderwolf Residential Academic Community (*Please Select the Community(ies) you would be interested serving on*).

___ **Outdoor Leadership Community** – The Outdoor Leadership Community (OLC) is a living learning community intentionally designed for students who share outdoor pursuits interests. This community has an active involvement in service activities along with plan you own events such as camping skills and others.

___ **First Year Experience** – The First Year Experience community is a co-ed, freshman residential living-learning environment that encourages students to connect with their peers, faculty and staff through participation in various activities important to first year students.

___ **Thunderwolf Residential Academic Community (TRAC)** – The Thunderwolf Residential Academic Communities will provide residents with opportunities to network, study together, meet upper class majors, interact with faculty and administrators, and participate in activities that support their future careers in their fields of study. Each community will be designed around a particular discipline. Specific community information will be available at time of interview.

I am not interested in being a Resident Assistant in an Academic or Themed Community.

Part II.

Answer the following questions:

1. Why do you want to be part of one of these communities?
2. What leadership skills do you have to offer in these communities?
3. What additional skills would you bring to these communities?
4. How would you get residents involved and keep them participating in activities?
5. How would you involve various programming opportunities for these communities?

Group Process Selection Information

Please rank the following times in order to attend the group process. Please rank 1 as first and 2 as second preference. If these times are not available for you to attend please contact Justin Hergert, RA Selection Chair at 719-549-2602 or justin.hergert@colostate-pueblo.edu to make different arrangements. Your confirmed group process time will be sent to you via email listed on this application.

___ Tuesday February 28, 2012 6pm Belmont Hall Fireplace Room

___ Wednesday February 29, 2012 7pm Belmont Hall Fireplace Room

Colorado State University-Pueblo
Residence Life and Housing
Recommendation for Resident Assistant Position

Section I. (To be filled out by applicant.)

Applicant Name: _____

Recommender Name: _____

Phone Number: _____

Confidential:

I, the applicant, waive my right to access to the information provided on this form.

Signature: _____ Date: _____

Non-Confidential:

I, the applicant, retain my access to the information provided on this form.

Signature: _____ Date: _____

Section II. (To be filled out by recommender.)

Criteria	Rank <small>(Please Circle - 4 being the highest)</small>	Comments
Attitude: Has a positive outlook toward life, education, and vocational opportunities. Has meaningful interpersonal relationships.	1 2 3 4 N/A	
Concern and Sensitivity Towards Others: Has genuine concern for others; consideration of others; sensitivity to reactions and feelings of individuals and groups.	1 2 3 4 N/A	
Cooperation: Has the ability to get along with people in various capacities; ability to work well on a team.	1 2 3 4 N/A	
Initiative: Has the ability to recognize areas/situations needing attention; resourceful; self-motivated.	1 2 3 4 N/A	
Professionalism and Judgment: Has the ability to make appropriate and wise decisions; uses common sense; would handle situations effectively and impartially.	1 2 3 4 N/A	
Leadership: Has ability to inspire interest and enthusiasm in others; able to organize the efforts of others.	1 2 3 4 N/A	
Mental, Verbal Ability & Organization Skills: Has ability and speed with which to grasp new ideas; clarity of thought; ease of expression. Exercises effective time management skills.	1 2 3 4 N/A	
Responsibility: Is dependable, prompt, accurate, and conscientious. Will responsibly follow tasks and projects to completion.	1 2 3 4 N/A	
Assertiveness: Communicates in a polite, direct and honest manner without infringing upon other's rights.	1 2 3 4 N/A	

Please respond to the following questions as completely and candidly as possible. If you feel you are unable to respond in any area, please indicate why. Please summarize, in each question, areas of particular strength and areas you feel the applicant would need to work on.

1. How long, and in what capacity, have you known the applicant?

2. Discuss how well the applicant functions in positions of responsibility (conscientiousness, organization, time management, follow through, consistency, initiative, crisis response, and delegation). Please give examples.

3. Describe the applicant's communication skills (ability to communicate thoughts and feelings, verbal and non verbal communication, listening skills, and ability to give/accept feedback).

Overall Recommendation:

- I recommend the applicant without reservation. (Please Comment)
 I recommend this applicant with reservations. (Please Comment)
 I do not recommend the applicant for the RA position. (Please Comment)

Signature of Reference _____ **Date** _____

Please return by Wednesday, February 15, 2012 to:
Office of Residence Life and Housing
Colorado State University – Pueblo
2290 Bonforte Blvd
Pueblo, CO 81001
Attention: Justin Hergert (RA Selection Chair)

Colorado State University-Pueblo
Residence Life and Housing
Recommendation for Resident Assistant Position

Section I. (To be filled out by applicant.)

Applicant Name: _____

Recommender Name: _____

Phone Number: _____

Confidential:

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Overall Recommendation:

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Signature of Reference _____ **Date** _____

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Colorado State University – Pueblo
2290 Bonforte Blvd
Pueblo, CO 81001
Attention: Justin Hergert (RA Selection Chair)

Colorado State University-Pueblo
Residence Life and Housing
Recommendation for Resident Assistant Position from your Current Resident Assistant

Section I. *(To be filled out by applicant.)*

Applicant Name: _____

Recommender Name: _____

Phone Number: _____

Confidential:

I, the applicant, waive my right to access to the information provided on this form.

Signature: _____ Date: _____

Non-Confidential:

I, the applicant, retain my access to the information provided on this form.

Signature: _____ Date: _____

Section II. *(To be filled out by recommender.)*

Criteria	Rank <i>(Please Circle - 4 being the highest)</i>	Comments
Attitude: Has a positive outlook toward life, education, and vocational opportunities. Has meaningful interpersonal relationships.	1 2 3 4 N/A	
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