



# RESIDENT ADVISOR

Application Packet *for 2010-2011*



Hello prospective RA!

We are grateful that you are interested in becoming a Resident Advisor for the upcoming academic year! RA's are an essential part of our mission in Residence Life, so our team is prayerful and intentional about RA selection. We are excited to start the interview process with you!

This packet includes the Residence Life Mission Statement, a RA job description and the following materials that will be useful to you as you move forward:

- RA Application
- Reference Forms to be completed by a Faculty and Peer

**This application as well as all references should be completed and turned into the Office of Residence Life by 4:30pm on Friday, February 12.** If there are missing components to your application it will not be considered.

For your convenience, here is a list of key dates to remember:

- February 8<sup>th</sup> - RA Panel and Q&A Informational Meeting, 10am in McAfee Commons
- February 12<sup>th</sup> - **Applications Due/Sign up for an interview time with your RD (on their office doors)**
- February 16-19, 22-24- 1<sup>st</sup> Stage Interviews
- February 26<sup>th</sup>- Notification for 2<sup>nd</sup> Stage Interviews
- March 2 – 5, 8-12, 15-16 – 2<sup>nd</sup> Stage Interviews
- March 19<sup>th</sup>, 12:00pm – RA positions offered
- April 9<sup>th</sup> – Official Announcement of RA Staff

On a logistical note: Before you begin the application process, please note that students who are Presidential scholars, Provost scholars, employee dependents, consortia students (participating in tuition exchange) and Focus or Life Group Leaders are not eligible to be Resident Advisors. Any student selected as RA may not receive institutional and/or outside scholarship funding beyond their actual Union University's charges. Students who are unsure if they will exceed those University charges may contact the Office of Student Financial Planning at 731.661.5015 for clarification. Also take note that in order to be considered, you must have a minimum GPA of 2.75 for the previous semester.

If you have any questions about Residence Life or the interview process, please feel free to contact your RD or the Office of Residence Life. We also encourage you to talk with a RA prior to applying to learn more about the position. We are excited to meet with you soon.

Blessings in this process,

Ken Litscher  
Director of Residence Life



## RESIDENT ADVISOR POSITION DESCRIPTION

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### ***Mission Statement***

Residence Life is committed to providing a holistic living and learning environment where academic scholarship is developed, distinctive relationships are formed, servant leadership is practiced, community values are upheld, and biblical restoration is provided.

### ***Position Purpose***

As a staff position, the purpose of the "Resident Advisor" is to serve as a peer resource, model, counselor, and friend who promotes resident student development and community life consistent with the mission and policies of Union University.

### ***Qualifications***

Resident Advisors should possess the following qualifications:

1. Be a committed disciple of Jesus Christ, actively pursuing a Christian lifestyle
2. Have a desire to actively participate in the building of Christian community at Union University
3. Possess demonstrated leadership and interpersonal skills
4. Have achieved academically (a minimum GPA of 2.75 for the previous semester)
5. Possess a desire to learn and grow
6. Be in good judicial standing with the Office of Student Services
7. Must be living in University housing (or have lived on campus for a minimum of one semester)
8. Must be able to work 15-20 hours per week

### ***Expectations***

1. Should be a committed follower of Jesus Christ as Lord and Savior and should be actively involved in a local evangelical Christian church.
2. Should be available to students on a daily basis. It is expected that the Resident Advisors will know the name and at least five facts about each resident in their building.
3. Resident Advisors will plan and execute one building program per month and one complex program per semester.
4. Consistently pray for building residents and larger Union community.
5. Uphold Union's core values (excellence-driven, Christ-centered, people-focused and future-directed) and our five community values (worth of the individual, self-discipline, personal integrity, respect for community authority and respect for property and the environment).
6. Confront and report violations to the policies and guidelines contained in the Campus Life Handbook.
7. Resident Advisors will arrive early before the academic terms begin and stay late after the terms end to assist with the check-in/check-out procedures.
8. Resident Advisors will stay on campus to work one of the following University breaks: Fall, Thanksgiving, Spring or Easter.
9. Resident Advisors will be responsible for closing their respective buildings at the end of each semester after final examinations are completed and all students have vacated the building.
10. Resident Advisors will complete Room Condition Forms for each room at the beginning of each academic year and will keep the forms up-to-date throughout the academic year.
11. Resident Advisors will report all maintenance and custodial problems to the Facilities Management Department.

12. Resident Advisors will attend weekly staff meetings with their Residence Director.
13. Resident Advisors must maintain confidentiality concerning student records and information.
14. Resident Advisors who desire to hold additional employment must first be approved by the Residence Director, upon approval one can work no more than 8-10 hours weekly.
15. Resident Advisors are required to work 10-12 hours in the Commons office per week, in addition to 8-10 hours of relationship-building among your residents per week.

### ***Compensation***

- Training and Leadership Development
- Para-professional experience for your resume
- Mentoring relationships with Residence Directors and other Residence Life Staff members
- Semesterly compensation of the cost of housing at the Heritage rate. (There is a \$325 difference, so the RA staff in the Quads will have a balance of \$325 for housing each semester.)



## RESIDENT ADVISOR APPLICATION

Please return your completed application and references to the Office of Residence Life by 4:30pm on Friday, February 12<sup>th</sup>.

### Contact Information

Name \_\_\_\_\_ ID # \_\_\_\_\_ Cell # ( \_\_\_\_\_ ) \_\_\_\_\_

Current Residence Complex: Quads Heritage Warmath Building \_\_\_\_\_ Apt # \_\_\_\_\_ Bedroom \_\_\_\_\_  
(Circle one)

Birth Date (MM/DD/YY) \_\_\_\_\_ Age \_\_\_\_\_ Current Classification \_\_\_\_\_ UU Box # \_\_\_\_\_

Primary Email \_\_\_\_\_ Church you attend in Jackson \_\_\_\_\_

Summer Address \_\_\_\_\_  
Number and Street City State Zip

### Academic Information

Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_

Current GPA \_\_\_\_\_ Cumulative GPA \_\_\_\_\_ \*RA's are required to have a minimum GPA of 2.75.

During the 2010-2011 school year, do you plan to:

Carry 12-17 credit hours each semester? (If no, explain circumstances) \_\_\_\_\_

Student teach? (If yes, which semester?) \_\_\_\_\_

Participate in varsity sports? (If yes, which sport?) \_\_\_\_\_

Hold leadership positions in any campus organizations? (If yes, which?) \_\_\_\_\_

Accept any other employment? (If yes, how many hours weekly?) \_\_\_\_\_

Participate in any internships or practica? (If yes, which semester?) \_\_\_\_\_

### Personal Essay

Please share about your personal relationship with Jesus. (This should be a summary statement of how you came to have a relationship with Jesus, how it has developed since coming to Union, and current areas in your life that are still "trouble spots" for you.)

**Position Assessment**

We have listed six aspects of the RA role we believe to be among the most important (listed alphabetically). Please respond about how you would perform in each area as an RA, and how you have already been demonstrating these characteristics this year. What would be your goals for yourself in each of these areas?

**ADMINISTRATOR** (organization, ability to meet deadlines, responsibility, timeliness)

**CHRISTIAN LEADER** (integrity, faithfulness in difficult times, regular accountability, servant leadership)

**COUNSELOR** (empathy, wisdom, prior experience with counseling, personal vulnerability, relational gifts)

**POLICY ENFORCER** (balance of student/staff roles, communication of policies and decisions, integrity)

**PROGRAMMER** (creativity, enthusiasm, resourcefulness, perception of building needs)

**TEAM MEMBER** (relationships with other RAs/RDs/Student Development staff, loyalty, encouragement)

Rank the six areas of responsibilities listed above in terms of your own gifts and strengths, listing first the area that is your strongest and listing last where you are weakest.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

***Essay Information***

1. Why do you desire to become a Resident Advisor? (Please list at least 2 reasons.)

2. What past work experience will help you in this position?

3. Please share a personal experience in your life which you feel might be helpful as you connect to the students you will serve.

4. In your opinion, what should be the priorities of the Residence Life program at Union?