

NOTE TO RA APPLICANT:

CAREFULLY READ THROUGH THE ENTIRE APPLICATION AS IT HAS VERY IMPORTANT INFORMATION THAT YOU MUST KNOW.

YOU MUST PRINT THIS APPLICATION, FILL IT OUT AND RETURN IT TO THE COMMONS OFFICE OF THE COMPLEX THAT YOU ARE APPLYING TO BY NOVEMBER 5TH. YOUR REFERENCES MUST BE IN BY NOVEMBER 5TH AS WELL SO GET THEM TO YOUR REFERENCES QUICKLY.

ALL OF YOUR REFERENCE FORMS ARE INCLUDED IN THIS APPLICATION AND MUST BE PRINTED AND GIVEN TO YOUR REFERENCES. REMEMBER THAT YOU NEED **TWO** PEER REFERENCE FORMS.

RA APPLICATION INFORMATION

At the beginning of the Resident Advisor Selection Process we look for all interested applicants because we know the critical element in the performance of any service is not what a person can do, rather, it is what they will do. Therefore, anyone who is interested and meets the minimum qualifications may apply.

It is the purpose of the selection process to obtain the person who is best suited for the position to fill the open Resident Advisor positions, and to provide all candidates with an opportunity for personal, professional and spiritual growth. The result is that all applicants who meet the minimum qualifications and whose application files are complete will be accepted into the Resident Advisor Selection Process as candidates (see below for the minimum qualifications).

Once you are accepted as a candidate, your application and references will be evaluated for evidence of your abilities and commitments. All candidates will then participate in an individual interview. Some candidates may be asked to go through a second interview depending upon need for additional information. With the information from these various sources in hand, we will determine the most suitable person for this position. The applications of those candidates who are not selected at that time will be maintained in a file for future reference should there be some need to find a replacement RA.

Regardless of your major or vocational aspirations, there are few experiences in college that will better prepare you for life and work than serving as an RA. Listed below are some of the skills you will study and practice as an RA.

- Leadership
- Listening Skills
- Service
- Referral
- Conflict Management
- Assertiveness
- Self Management
- Supervision
- Delegation
- Planning
- Time Management
- Confidentiality
- Ministry
- Emergency Response
- Dependability
- Responsibility
- Program Development
- Helping Skills
- Peer Counseling
- Confrontation

Working in these areas with your peers while in college prepares you for more responsibility when you leave college. The skills you begin to develop now will be valuable preparation for whatever service you pursue in the future.

Desired Characteristics of an RA Candidate are:

1. **CONFIDENTIALITY.** The ability to discern sensitive information and determine who needs to know that information.
2. **COMMUNICATION.** An ability to accurately share feelings and ideas with others and to listen effectively, remembering that communication is a two-way street.
3. **SENSITIVITY.** An awareness of and respect for the feelings and ideas of others.
4. **GENUINENESS.** A capacity to be trusted, to be consistent and honest in relationships, demonstrating to students that they will be treated fairly.
5. **FLEXIBILITY.** An ability to adapt responsibly to a variety of situations and personalities.
6. **COMMITMENT.** A willingness to make an investment not merely of one's time, but of one's self, skills, attitudes, feelings and concern for others.
7. **TEACHABLE.** A willingness to invest time and energy to learn new behaviors and information which will be useful for effective functioning in the peer advisor role.
8. **SELF-DISCIPLINED.** The ability to manage one's own life and responsibilities and remain dependable and reliable with respect to commitments and responsibilities.

Minimum Qualifications:

1. Applicants must have a 2.25 cumulative GPA and be in good academic standing.
2. Applicants must be in good judicial standing with the Office of Student Services.
3. Applicants must be living, or have lived in Union University housing for at least one semester.
4. Applicants must meet all deadlines for application and interviews.
5. Applicant must be available to attend leadership retreats and training at the end of August.
6. Applicants must be able to commit 15-20 hours of work time per week.

REMEMBER

Applications are due by the specified date in the office of the Residence Complex where you will be living during the next semester. You must schedule a personal interview with the Residence Director when you turn in your application.

RESIDENT ADVISOR PHILOSOPHY & JOB DESCRIPTION

The overall objective of the Residence Life Staff is to build relationships with students in an effort to minister to their overall needs. There are two vital components for the development of the Residence Life program at Union University. First, the development and maintenance of a positive spiritual, intellectual, social, emotional, and physical environment that is conducive to the development of each person. Second, the accomplishment of the overall mission of Student Services and Residence Life programs of Union University, which is "To enrich the educational goals of the University by providing opportunities for students which develop scholarship, leadership, spiritual growth, service and excellence in all matters."

Within this framework, the RA is a helping-oriented student who is a university para-professional. The RA represents the university and is expected to facilitate and promote an environment that fosters educational achievement as well as personal growth. A vital function of the RA is to interpret and implement the university's purposes, objectives, policies and standards into a practical and meaningful set of services, activities and programs for students living in each residential complex. Therefore, the following is a description of expectations and job responsibilities for the RA.

ACT AS A RESOURCE PERSON

An RA should have general knowledge of how Union functions, the services available and information regarding various academic departments so that when residents have questions they can refer them to the most appropriate source of help. This is particularly important during Orientation Week. Having lived through at least one semester of being a student and living in residence, an RA should have a good grasp on residence issues.

FACILITATE INTERACTION AMONG RESIDENTS

One of the most important things an RA can do to help facilitate community is to provide opportunities for residents to interact with each other. It is important that RAs develop and maintain an ongoing relationship with the students in their building. Many residents will build relationships with you in which they confide personal information. If they do so, it is because they have found a safe and comfortable environment in which they know you will respect them by keeping their information confidential. At times you may be asked to share with your supervisor the issues you are dealing with in your building but at no time will you be asked to reveal names unless someone is at risk.

It is important, especially at the beginning of each term to initiate contacts, make introductions, stimulate conversation and activities among residents. Your responsibilities are to plan and promote residence programs that meet the needs of residents.

ASSIST RESIDENT STUDENTS IN SPIRITUAL AND PERSONAL GROWTH

One of the most difficult aspects of living in residence is avoiding the black hole of apathy. Apathy can become one of the most deadly diseases to a Christian. It is important that you facilitate a healthy spiritual environment in which people are accepted for who they are but are challenged to go beyond the comfort zone of indifference. Therefore, it is your responsibility to spiritually challenge them and foster spiritual growth by providing opportunities, such as Bible studies and prayer times. It is equally important that you spend time praying for the individuals in your Building.

Think back to when you first arrived at college. No doubt you were struggling with many important life questions. Some of your students will need you to assist them with personal issues. Peer counseling will involve active listening and giving guidance when appropriate. To facilitate this it is expected that you will be available in your apartment a reasonable amount of time. It is important that you are aware of special needs of your building members and report them to the Director of Residence Life; for example, illness, accidents, death in the family.

You will assist in communicating, interpreting and upholding the Behavioral Values (school policies) by confronting students who exhibit improper or disrespectful conduct and with security violations or infractions. By doing so, you assist in growth and maturity through accountability. Some residents may need help to develop a respect for each other's rights and freedoms and a respect for private and institutional property.

ASSIST STUDENTS IN INTEGRATING ACADEMIC STUDIES

Since we are an educational institution it is important to encourage responsibility towards academic matters and inform the RD when there are potential problems (ie. Class attendance, keeping up with assignments, etc.). Usually when there are academic problems it is a good indicator that there are problems in other areas of their lives.

TEAM BUILDING

One of the most important support groups that you will have is the RA team. It is important that you commit to developing supportive relationships with other members of the RA team. As well, it is important to build relationships with the student leadership teams on campus and members of the Student Services Staff.

Communication is vital to the well being of the residence program. It is important that you communicate with and work under the direction of the RD. It is vital that you keep the RD informed of any security incidents, major conflicts, anyone who is sick, students who you think are under stress and any major plans developed by students.

PRACTICAL RESPONSIBILITIES AND TIME COMMITMENTS

- Be available to students on a daily basis.
- Direct and facilitate planning of programs for the residents in the building where you serve.
- Set in motion fire, accident, security and emergency procedures when needed.

- Take care of discipline problems in your building with the assistance of your Director or RSA. You may be needed to clarify policies, confront certain community issues, or refer students for counseling.
- Be involved in the other aspects of campus life at Union. You can encourage others to participate by your attendance and involvement with campus life.
- Attend the Resident Advisor Fall Training Program, weekly meetings with your staff, and any in-service training programs.
- Assist in reporting maintenance concerns and incidents in the residence complex through "incident reports" and "maintenance requests".
- Maintain 8-10 hours per week in the Commons office to facilitate the well being of the residence.
- Assist with the check-in and check-out process at the beginning and end of each term and coordinate paperwork where needed.
- Be available to stay until at least 24 hours after the last resident leaves for all terms.
- Be available a week before Fall semester begins and one day before the complex opens for any other term.
- Assist in the selection and development of new RAs and RSAs.
- As an RA, provide two program each semester for either the entire complex (as an RA team) or for your building.
- Assist with building meetings at the beginning of Fall semester.
- It is difficult to quantify the RA role since what is determined to be ministry can be very nebulous. Therefore, RAs can expect to put in at least 20 hours/week. Some weeks more RAing is done than others, and unexpected time-consuming issues can often arise. (It is expected that the RA ministry will be a major priority for anyone assuming the role.)
 - 8-10 hours in the Commons office
 - 5 hours available in your apartment
 - 5 hours on paperwork/talking with students/organizing social or educational programs for your building
- Although your position officially starts at Leadership training week in September and ends after graduation you would be wise to start planning ahead during the summer months.

LIVING BEYOND REPROACH

You have a public image position. Because you are an RA people watch you carefully, and you may be confronted on things that others in the complex may not be confronted on. The way you act and how you respond to situations is important. We do not demand perfection, but we do want you to be very aware that other students will watch the way you live very closely.

The following statements and guidelines assist in clarifying what we expect of you as a person in this kind of leadership position, and in any leadership position at Union University. Sensitivity to these guidelines can play a big part in your success as an RA.

- Your actions are an example to the community. Be a good role model.
- You are expected to know all the Behavioral Values governing the students of Union, and as a student to adhere to them.
- As an RA, you are expected to confront student behavior which conflicts with both Union and Christian standards. Strive for consistence - students notice.
- You will be trusted with confidential information; keep it to yourself.
- You will have access to Master Keys for your complex and will be expected to use them only for work purposes.
- Remember you are not perfect, you will make mistakes. When you do, learn from them and move on.
- If it is questionable..."Don't do it."

OUTSIDE WORK POLICY

College costs money. We realize that four years at Union can run up a formidable bill. RAs can work elsewhere up to 10 hours in addition to their RA hours. This must be PRE-APPROVED by your RD, and must not interfere with your responsibilities as an RA.

COVERAGE BETWEEN SEMESTERS

There will be a limited number of RA positions available for January, June and July terms. You will be notified if there are positions available. The Director of your complex will choose those who can work best for that term. The pay is adjusted to be the room cost for the term of your complex.

COMPENSATION

1. Training and Leadership Development: First Aid, Leadership Retreats, Seminars
2. Para-professional Experience for your resume: Great experience for building skills in management, social work, psychology, teaching, ministry, service professions, student services, personnel, leadership, assertiveness, listening skills, delegation, responsibility, supervision, service coordination, planning, programs and activities, confrontation, dependability, time management, helping skills, self management, community living, and many more.
3. Mentoring relationships with Residence Directors as well as close new friendships with other RAs and Student Services Staff members.
4. Monetary reward: You will receive a stipend equal to your room fee for your complex. This will be credited to your student account each semester.

COMMUNITY EXPECTATIONS FOR STUDENTS

Union University seeks three sources of authority in light of the University mission for the community expectations it places on students.

- Scripture (what does the Bible say to us about behavioral expectations?)
- Legal Authority (local, state and federal laws)
- Baptist Life and Christian Heritage (the life-style issues, roots and values of evangelical Christians who find their authority in God's word and have stressed the need for a personal, redemptive faith in Jesus Christ)

It is from these three sources that the community standards (Values Statements) of Union University are based. As is the case with all communities, reasonable expectations (rules and regulations) are identified which contribute to the common good of the entire community. Being a contributing member of a community requires that selfish individualism must give way to what is best for a caring, orderly and just community.

Therefore, five Values have been identified that affirm a peaceful, purposeful and biblical community founded on the moral and ethical integrity of students and faculty. As a community we are committed to the Christian values on which Union University was founded.

THE FIVE VALUES ARE:

WORTH OF THE INDIVIDUAL (Luke 12:7)

SELF-DISCIPLINE (Galatians 5:22-26)

ACADEMIC AND PERSONAL INTEGRITY (Proverbs 12:22)

RESPECT FOR PROPERTY AND THE ENVIRONMENT (Psalm 24:1, Genesis 2:15, I Cor. 4:2, Exodus 20:15)

RESPECT FOR COMMUNITY AUTHORITY (Romans 13:1-2)

1. WORTH OF THE INDIVIDUAL

We value the intrinsic worth of every individual. Our respect for others includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinion, and an awareness of the consequences of our actions on the broader community. *Luke 2:7 "But even the hairs of your head are all counted. Do not be afraid; you are of more value than many sparrows"; Galatians 6:1-2 "Brothers, if someone is caught in a sin, you who are spiritual should restore him gently, but watch yourself, or you may also be tempted. Carry each other's burdens, and in this way you will fulfill the law of Christ." (NIV)*

2. SELF-DISCIPLINE

We value personal responsibility and recognize the individual's need for physical, intellectual, spiritual, social and emotional wholeness. We value the full development of every student in terms of a confident and constructive self image, of a commitment to self-discipline and of a responsible self-expression. *Galatians 5:22-26* "By contrast, the fruit of the Spirit is love, joy, peace, kindness, and self-control. There is no law against such things. And those who belong to Christ Jesus have crucified the flesh with its passions and desires." (NIV)

3. ACADEMIC & PERSONAL INTEGRITY

We value a campus community that encourages personal growth and academic development in an atmosphere of Christian influence. We affirm the necessity of both academic and personal standards of conduct that allows students and faculty to live and study together. We value the fair and efficient administration of these standards of conduct. *Proverbs 12:22* "The Lord detests lying lips, but he delights in men who are truthful." (NIV)

4. RESPECT FOR THE PROPERTY AND THE ENVIRONMENT

We value the rights and privileges of owning and using property, both personal and University and the benefits of preservation and maintenance of property and of our natural resources. In our stewardship of property we recognize the accountability of our actions to the future Union community. *Exodus 20:15* "You shall not steal"; *Psalms 24:1* "The earth is the Lord's, and everything in it, the world, and all who live in it"; *Genesis 2:15* "The Lord God took the man and put him in the Garden of Eden to work it and take care of it"; *I Cor. 4:2* "Moreover it is required of stewards that they be found trustworthy." (NIV)

5. RESPECT FOR COMMUNITY AUTHORITY

We value our privileges and responsibilities as members of the University community and as citizens of the community beyond the campus. We value the community standards of conduct expressed in our system of laws and value the fair administration of those laws, including University, municipal, state and federal laws. *Romans 13:1-2* "Let every person be subject to the governing authorities; for there is no authority except from God, and those authorities that exist have been instituted by God. Therefore whoever resists authority resists what God has appointed, and those who resist will incur judgment." (NIV)