



# RESIDENT ADVISOR

Information Packet *for 2012-2013*



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 Resident Advisor job description and the following timeline as it pertains to the application and interview process.

The Resident Advisor application is located online at <http://uureslife.com/ra>. The application should take around 45-60 minutes and cannot be saved to be completed later. Additionally, you will need to provide the Union email address for the following three people who will provide a reference for you.

- A faculty member with whom you have had at least one class
- Your current Resident Advisor
- A current undergraduate student (who is not a Resident Advisor)

**This application must be completed by February 9<sup>th</sup>. Your references will be contacted on February 10<sup>th</sup> and will need to submit their form (which will be emailed to them) by February 17<sup>th</sup>.** 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 2<sup>nd</sup> - RA Panel and Q&A Informational Meeting, 4pm in the Bowld Commons
- February 9<sup>th</sup> - **Applications Due/Sign up for a group interview time at the Bowld Information Desk**
- February 13-21- Group Interviews
- February 23<sup>rd</sup> - Notification for Individual Interviews
- February 27<sup>th</sup> – March 2<sup>nd</sup>, 5<sup>th</sup>-9<sup>th</sup> – Individual Interviews
- March 14<sup>th</sup>, 12:00pm – RA positions offered
- April 2<sup>nd</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 cumulative GPA of 2.75.

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 cumulative GPA of 2.75)
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 commit to 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 participate in Conversation-based Programming, in which RAs are expected to have Casual Communication, Informal Connections, and Intentional Conversations with each resident in their building.
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
- Estimated annual compensation of around \$6,000