



UNION UNIVERSITY

RESIDENCE LIFE

RETURNING RESIDENT ADVISOR

Application Packet *for 2011-2012*



Hello current RA!

We are thankful for the time and energy that you put into the residential student body this semester and are excited that you would like to serve again on the Residence Life team for the upcoming academic year. As we hope you have experienced this year, RAs are an essential part of our mission as we strive to provide a holistic living and learning environment through various facets to the residential students.

As part of the RA hiring process, we will be interviewing re-applying RAs. This application will cover those who desire to return as RAs and those who desire to be RSAs. Because you are a current RA, you will not need to participate in a stage 1 interview. However you will be required to take part in the stage 2 interviews as noted below – you will be informed of the interview times available on February 26th. This will also be an opportunity for you to evaluate your schedule as you move forward academically or discuss any challenges you anticipate in the upcoming year. Some of the enhanced expectations for RAs in 2009-2010 will be:

1. Resident Advisors will stay on campus to work one of the following University breaks: Fall, Thanksgiving, Spring or Easter.
2. 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.

This packet includes the Union University mission statement, an updated RA job description, a Returning RA Application, as well as a peer and faculty recommendation. The application and evaluations should be completed and turned in to the Office of Residence Life by 4:30pm on Friday, February 12.

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

- February 3rd - RA Panel and Q&A Informational Meeting, 10am in McAfee Commons
- February 18th - **Applications and References Due**
- February 24th - Notification for 2nd Stage Interviews
- February 28 – March 4, 7-11 – 2nd Stage Interviews
- March 16th, 12:00pm – RA positions offered
- April 8th – Official Announcement of RA Staff

If you have any questions about interview process, please feel free to contact the Office of Residence Life at 731.661.5432.

May God bless you in this process,

Ken Litscher
Director of Residence Life



RESIDENT ADVISOR POSITION DESCRIPTION

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
- Estimated annual compensation of around \$5,500-\$6,000.



RETURNING RESIDENT ADVISOR APPLICATION

Please return your completed application and references to the Office of Residence Life by 4:30pm on Friday, February 18th.

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 2011-2012 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?) _____

Staffing Position

Please indicate by checking the appropriate area below which position you are applying for in the new academic year?

Resident Advisor Only Resident Staff Advisor Only Resident Advisor or Resident Staff Advisor

Below please briefly note why you are applying for the position you selected. Specifically, indicate reasons for desiring to move into the RSA position or reasons for why you desire to remain an RA.

Position Assessment

We have listed six aspects of the RA role we believe to be among the most important (listed alphabetically). In the spaces below, reflect on how you have performed in these areas for the past year.

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)

Personal Evaluation

Give some examples, using the categories above, of the ways you have changed this year due to your experience as an RA. Also, comment on a few areas from above in which you are open to being changed next year.

Essay Information

1. What have you learned about yourself from serving as an RA this past year?
2. What have you left unfinished in your position, or in your personal growth?
3. What do the residents in your building consider to be your weaknesses?
4. How do you plan to work on these weaknesses next year?
5. If you return to the Residence Life team next year, what changes do you anticipate in your building? How will you need to adjust as an RA?
6. What part of your performance as an RA makes you the proudest?

Resident Staff Advisor

Please do not complete this section if you are applying only for the Resident Advisor position. However, if you desire to apply for the Resident Staff Advisor please complete the application by answering the questions below.

1. Why do you desire to become an RSA? (Please provide at least two reasons.)
2. What do you see as the differences in the role of an RA and an RSA? How will you carry out this role and still effectively minister to the residential student body?