RESIDENT ADVISOR
Application Packet for Summer 2011
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 (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 work 20-25 hours per week in the Bowld Student Commons
9. Must be able to work an additional 10-15 hours completing additional responsibilities as outlined under expectations

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.
3. Consistently pray for building residents and larger Union community.
4. 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).
5. Confront and report violations to the policies and guidelines contained in the Campus Life Handbook.
6. Resident Advisors will be responsible for check in/out procedures.
7. Resident Advisors will report all maintenance and custodial problems to the Facilities Management Department.
8. Resident Advisors must maintain confidentiality concerning student records and information.
9. Resident Advisors will complete Room Condition Forms for residential students at the beginning of the summer and will update the forms upon check-out of summer housing students.
10. Resident Advisors will attend staff meetings with their Residence Director.
11. Resident Advisors who desire to hold additional employment must first be approved by the Residence Director.
12. Resident Advisors are required to work 20-25 hours in the Bowld Student Commons per week, in addition to 10-15 hours with the Office of Residence Life.
Additional Responsibilities

June

1. Two Resident Advisors will serve Rising High School Senior students and provide programming and mentorship.
2. Two Resident Advisors will assist the Office of Residence Life in preparing for June Registration.

July

1. Resident Advisors will assist the Office of Residence Life with administrative tasks in preparation for the upcoming academic year. Tasks include but are not limited to data entry, organizing keys, gathering and sorting paperwork for check in.

August

1. Resident Advisors will complete a walk-through of all apartments to ensure cleanliness and to address any and all maintenance concerns.
2. Resident Advisors will assist with early arrival preparation and check-in.
3. Resident Advisors will assist in finalizing preparations for new and returning students’ arrival.

Compensation

- Training and Leadership Development
- Para-professional experience for your resume
- Mentoring relationships with Residence Directors and other Residence Life Staff members
- $7.25 an hour – guaranteed 35 hours/week

Important Dates

- Applications are due in the Office of Residence Life by 4:00pm on Friday, April 8th.
- Applicants will be notified of decisions no later than Friday, April 29th.
RESIDENT ADVISOR APPLICATION

Please return your completed application and references to the Office of Residence Life by 4:00pm on Friday, April 8th.

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) ______________________________

Cumulative GPA ________________  Previous Semester’s GPA ________________ *RA’s are required to have a minimum GPA of 2.75.

References

Please give the name and phone number of three references we may contact. One should be a faculty member, one a peer reference, and the third is of your choosing.

1. 

2. 

3. 

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 aspects that are essential components of the RA role for the summer. Please respond about how you would perform in each area as an RA, and how you have already been demonstrating these characteristics this year.

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

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

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

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**Essay Information**

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

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

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

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