

RESIDENT ASSISTANT MID-YEAR APPLICATION PACKET 2018-2019

**Application Deadline:
Friday, November 9, 2018
4:00pm**



IUPUI HOUSING AND RESIDENCE LIFE
Division of Student Affairs

Welcome to the Housing & Residence Life Student Mid-Year Staff Selection Process!



By completing an application, you are expressing interest in one of the most important student leadership positions available at IUPUI. Resident Assistants are community leaders, educators, friends, advocates, and team players. You get an opportunity to serve others, to develop your skills, to gain valuable university contacts, to work with some of the most talented students at IUPUI, to learn about yourself and others, and to be a part of a supportive team working together to make your community a great place to live. As one staff member said, “You go from feeling like you’re just at the university, to being a part of the university.”

If hired and placed in a position, you will play a critical role in shaping a community where residents thrive. Being a member of the Housing and Residence Life team can be one of the toughest jobs you will ever experience. The demands of this position can be hard, but the benefits are extremely rewarding.

In this packet, you will find all the information that you need to complete an application file, along with answers to many of the questions you may have.

2018 Mid-Year Selection Dates to know

Monday, October 22, 2018: Student Staff mid-year application information will be available online (www.housing.iupui.edu) and printed copies will be available at the community offices.

Wednesday, October 24– November 6, 2018: Information Sessions: **Mandatory attendance** at one session for all applicants:

Date	Time	Location	Address
Tuesday, October 30	7:00pm	North Hall, Classroom 1107	820 W. North St.
Wednesday, October 31	2:00pm	Walker Conference Room, Riverwalk Apts.	1341 W. Vermont St., Suite 170
Tuesday, November 6	7:00pm	Walker Conference Room, Riverwalk Apts.	1341 W. Vermont St., Suite 170

Friday, November 9, 2018: All applications must be turned in to the Residence Life Office by 4:00pm. Late applications will not be accepted. The address is listed on the front page of this packet.

Friday, November 16, 2018: Candidates are notified via e-mail if they have been selected to participate in the interview processes.

November 19 – November 29, 2018: Individual interviews (*for those selected*)

- Selected applicants will receive an email with a request to provide availability for two back-to-back 30-min interviews.

Friday, December 7, 2018: Final offer letters will be sent to candidates on or before this date.

Friday, December 14, 2018: Deadline for candidates to accept or decline an offered RA position.

Resident Assistant Position Description

Resident Assistants (RAs) provide leadership in a residential community on the IUPUI campus. The RA is responsible for building community among residents, supporting diversity and inclusion, enforcing policies, providing after hour services and maintaining an atmosphere conducive for academic and personal success. Each RA reports to a Residence Coordinator who provides guidance, support, and feedback in meeting job expectations. In general, the RA position demands a great deal of availability, especially in the evenings and on weekends. Responsibilities include:

General

- Recognize the position as a primary out-of-class obligation, including being available for residents on evenings and weekends.
- Attend weekly staff meetings, meetings with supervisor, and fully participate in all training sessions.
- Staff community desk during open hours.
- Be available and accessible to residents.
- Complete administrative functions, such as submitting maintenance requests, completing timesheets, preparing weekly reports, and documenting/recording interactions with residents.
- Serve as a liaison between residents and Housing and Residence Life staff or campus administrators.
- Positively represent Housing and Residence Life at all times.

Community Development

- Maintain an environment that supports academic and personal success, including role modeling positive behaviors.
- Get to know residents, build rapport with them, and connect residents with each other to build community.
- Create a community that welcomes all residents and supports diversity, multiculturalism, and social justice.
- Know the various resources on campus and help students locate the appropriate service when needed.
- Support Hall Council and Residence Hall Association events, initiatives, and outreach.

Safety & Security

- Serve in an on-call rotation for the community.
- Follow protocols to respond to crisis or emergency situations.
- Consistently address policy violations.
- Follow protocols to report situations related to student safety and/or building safety to supervisor.
- Write thorough and professional reports of incidents.
- Provide on-call coverage as needed during break periods.

Residential Curriculum & Programming

- Plan and implement initiatives for residents such as programs or bulletin boards that align with residence life educational outcomes.
- Work with supervisor to assess community needs and develop appropriate initiatives.
- Participate in campus wide and departmental events such as Weeks of Welcome and Tunnel of Oppression.
- If in a RBLC (Residential Based Learning Community), meet regularly with liaison.
- Promote and support LYFE (Living Your Freshman Experience) and SEE (Sophomore Experience and Engage) programs.

To apply, candidates must:

- Be enrolled as a full-time undergraduate student at the sophomore, junior, or senior level during the 2018-2019 employment period.
- Hold a cumulative 2.75 GPA (based on IU hours*) at the time of application and maintain a 2.75 semester/cumulative GPA through the application and employment period.
- Complete at least one semester (fall or spring) as an enrolled student at IUPUI before starting the position.
- Be in good academic, disciplinary, and employment standing with the university.
- Be able to successfully complete a background check conducted by IU Human Resources.
- Have the ability to return to campus prior to the start of the spring academic semester (January 3, 2019) to participate in RA training.

Contract Period:

Residence Life positions are typically one-year student leadership opportunities. The contract period for a RA hired mid-year is for one academic spring semester. All staff are required to be in-residence and to participate fully in winter training and operational activities which commence prior to the opening of the residence halls. The staff is expected to stay through Friday, May 10, 2019. If hired and placed in a position, it will be for the Spring 2019 semester and should you choose to remain in the RA position for the following year, you would reapply under the “returner process”.

*GPA from any transfer credits will not be included.

Frequently Asked Questions

What is the time commitment?

As a student staff member, you're generally expected to spend at least 15-20 hours per week on your floor or in your building, but that is only a guideline. Your floor or building is your home, and you and your fellow staff members are responsible for developing the community environment in that home. Sometimes that means spending a lot of time in your community planning and presenting programs, which means at times you will need to plan ahead to balance academic and personal time.

In addition to individual supervisor meetings and training in January, RAs have staff meetings every Tuesday night from 9:00pm-11:00pm. RAs are also on-call (or on duty) at least once a week where they must be in their community, conduct rounds, and be available for residents.

Am I able to participate in co-curricular activities or have a non-housing position on campus?

We expect that being a student staff member will be your top priority after your academic work. Outside obligations that require you to track your hours, via the university time system (Kuali) or on paper, will be approved on a case-by-case basis. This may include, but is not limited to, on-campus jobs, internships, leadership positions, work-study positions, and some scholarship based employment. Co-curricular activities or leadership positions that do not require you to track your hours for pay are acceptable as long as they do not impede your ability to complete the RA job expectations.

When do I have to be back to school in January?

RA staff are expected to return to their communities by 3pm on January 3, 2019. Winter RA training will occur on Saturday, January 5th, 2019. RAs are also expected to stay in the halls later into the end of each semester and after Commencement in May until the halls officially close.

Will my choices on the Preference Sheet affect whether I am hired?

Our goal is to hire the most qualified candidates to be Resident Assistants. We use the Preference Sheet as a guide for individual interviews and to make the best community match as possible. Ultimately, the more flexible you are, the more chances you will have to be placed. However, we ask that you are honest in your community preferences.

What is included in the compensation package?

Compensation includes a room/apartment and a monthly stipend. If you are placed in Ball Hall, North Hall, or University Tower, you have the option of selecting a meal plan with a reduced stipend.

Will I still get financial aid if I am a Residence Life Student Staff Member?

Every student's financial aid situation is different. If you have questions about your financial aid, please contact the Office of Student Financial Services.

If you have any additional questions regarding the selection process please contact:

Allison Wheeler, aloyal@iupui.edu, 317-274-0710

**RESIDENCE LIFE MID-YEAR
STUDENT STAFF APPLICATION
2018-2019**



Application Packet Check List

We will only consider applicants who provide us with a completed application packet. Please make sure you have included the following items before submitting your application:

- ___ COMPLETED PERSONAL INFORMATION SHEET (page 9)**

- ___ RESUME LISTING ACTIVITIES/ORGANIZATIONS/JOBS**

- ___ COMPLETED APPLICANT’S STATEMENT**

- ___ INFORMATIONAL MEETING ATTENDANCE SLIP
(You will receive this after attending one of the mandatory informational sessions)**

Application Deadline: Friday, November 9, 2018 by 4:00pm

**Return completed applications to:
Residence Life Office
405 Porto Alegre St., Suite 170
Indianapolis, IN 46202**

Equal Employment Opportunity / Affirmative Action

IUPUI will recruit, hire, promote, educate and provide services to person based upon their individual qualifications. IUPUI prohibits discrimination based upon arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation or veteran status.

**RESIDENCE LIFE STUDENT STAFF APPLICATION
2018-2019**



PART ONE – PERSONAL INFORMATION SHEET

Name _____ University ID Number: _____

Campus Address (building and room number): _____

Permanent Address: _____

City: _____ State: _____ Zip Code: _____

Contact Number: _____

Major: _____ Anticipated Graduation Date: _____

IUPUI Email Address: _____

<p><i>Which of the following communities would you be interested in serving as a RA? (Choose all that apply)</i> <i>Housing & Residence Life reserves the right to select final placement</i></p>	<input type="checkbox"/> Ball Residence Hall <input type="checkbox"/> North Hall <input type="checkbox"/> Riverwalk Apartments & Townhomes <input type="checkbox"/> University Tower
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Additionally, if interested in working within a Residential Based Learning Community, select your preference(s):

<input type="checkbox"/> DEAP Diversity, Enrichment & Achievement Program (North)	<input type="checkbox"/> International House (Apts)	<input type="checkbox"/> SOIC School of Informatics & Computing Community (North)
<input type="checkbox"/> Health Careers Community(North)	<input type="checkbox"/> Kelley House (Tower)	<input type="checkbox"/> SPEA Justice & Pre-Law Community (Tower)
<input type="checkbox"/> Health and Human Science Community (Tower)	<input type="checkbox"/> Liberal Arts Community (North)	<input type="checkbox"/> STEM Community (North)
<input type="checkbox"/> Herron House (Apts)	<input type="checkbox"/> Purdue House (Apts)	<input type="checkbox"/> Women in Science House (Apts)
<input type="checkbox"/> Honors House (Apts/Tower)	<input type="checkbox"/> Qmmunity (North)	

Will you be student teaching in the spring semester? YES NO

Will you need to hold an additional academic appointment such as an internship, assistantship, or practicum? YES NO
If yes, please explain: _____

Are you currently working an on-campus job? YES NO
If yes, with which department?: _____

Do you plan to work an off-campus job during the spring 2019 semester? YES NO
If yes, approximately how many hours per week?: _____

By signing this application below, you are authorizing:

- 1) The Office of Housing & Residence Life to check your GPA to verify that you meet minimum standards (please note that your GPA will be based on IU credits, transfer credits cannot be included).
- 2) The release of any discipline information that may be on file in the Office of Student Conduct to the Office of Housing & Residence Life.

Signature _____ Date _____

RESIDENCE LIFE STUDENT STAFF APPLICATION (CONTINUED)

PART TWO: APPLICANT'S STATEMENT & ESSAY QUESTION

Two essays need to be submitted with your application. Each essay is not to exceed one page and should be in 12-pt font, 1" margins, double spaced. Be sure to include your name on each submitted page.

- 1) Applicant's Statement: In one essay, tell us why you are applying for the position and what you are hoping to learn while serving as an RA. *Note: Please label this essay "Applicant's Statement".*
- 2) In a second essay, please type your response to one of the prompts listed below.

 - Developing an involved, positive, and academically engaged community is an essential part of being an RA. How have your experiences and skills prepared you to relate to and support the development of the residents and the residential community? *Note: If choosing this prompt, please label your essay "Essay 1".*
 - As a RA, you will interact with people who have different thoughts, backgrounds, and cultural identities. Describe a moment that challenged your personal beliefs, values, and experiences. What did you learn about yourself or others? *Note: If choosing this prompt, please label your essay "Essay 2".*

PART THREE: INFORMATIONAL MEETING ATTENDANCE

Applicants will need to attend an informational meeting facilitated by a Housing and Residence Life staff member. Information presented will assist with answering questions and setting expectations for what it means to a resident assistant at IUPUI. Three group informational sessions will be available (see page 3); if you are unable to attend due to academic or extenuating circumstances, please contact Allison Wheeler to schedule an individual time. This option will be limited and provided only on a case-by-case basis. Requests must be made prior to November 7th, 2018.