

# **RESIDENT ASSISTANT APPLICATION PACKET 2017-2018**

**Application Deadline:  
Friday, December 15, 2017  
4:00pm**



**IUPUI HOUSING AND RESIDENCE LIFE**  
Division of Student Affairs



## 2018-2019 Selection Dates



**Wednesday, November 1, 2017:** Student Staff applications will be available online ([www.housing.iupui.edu](http://www.housing.iupui.edu)) and at the community offices.

**November 1 – December 7, 2017:**

Information Sessions: **Mandatory attendance** at one session for all applicants:

Sunday, November 5	7:00pm	Ball Hall Lobby 1226 W. Michigan Ave.
Tuesday, November 7	7:00pm	Walker Conference Room, Riverwalk Apts. 1341 W. Vermont St.
Thursday, November 9	7:00pm	North Hall Programming Space 820 W. North St.
Wednesday, November 15	7:00pm	Dean's Room, University Tower 911 W. North St.
Thursday, November 16	7:00pm	Campus Center Room 310 420 University Blvd.
Monday, November 27	7:00pm	Campus Center Room 306 420 University Blvd.
Wednesday, November 29	7:00pm	Ball Hall Lobby 1226 W. Michigan Ave.
Sunday, December 3	7:00pm	North Hall Programming Space 820 W. North St.
Monday, December 4	7:00pm	Dean's Room, University Tower 911 W. North St.
Thursday, December 7	7:00pm	Walker Conference Room, Riverwalk Apts. 1341 W. Vermont St.

**Friday, December 15, 2017:** 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, January 12, 2018:** Candidates are notified via e-mail if they have been selected to participate in the interview processes.

**Thursday, January 18 & Friday, January 19, 2018:** Individual interviews (*for those selected*)

- Thursday, January 18 between 12:00pm-7:00pm, University Tower, 2<sup>nd</sup> floor
- Friday, January 19 between 9:00am – 4:00pm, University Tower, 2<sup>nd</sup> floor

**Friday, January 26, 2018:** Candidates are notified via e-mail if they have been selected to participate in the group interview process.

**Saturday, February 3, 2018:** Group interview process, 9:00am-4:00pm, Campus Center (*for those selected*)

**Tuesday, February 27, 2018:** Final offer letters will be sent to candidates on or before this date.

**Friday, March 9, 2018:** Deadline for candidates to accept or decline an offered RA position.

**Sunday, April 8 or 15, 2018:** Kick-off meeting for 2018-2019 RA Staff, (time & location TBD)

# **Welcome to the Housing & Residence Life Student 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.

## **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:**

#### **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.

### **Programming & Residential Curriculum**

- 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 2018-19 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 academic year to participate in RA training.

### **Contract Period:**

Residence Life positions are contracted for one full academic year (consecutive fall and spring semesters). The contract period includes all pre-service and in-service training. All staff are required to be in-residence and to participate fully in all training and operational activities which commence prior to the opening of the residence halls. The staff is expected to stay through the last day of finals in the fall and through Commencement in the spring.

\*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 August and 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.

### **How many positions are available?**

We anticipate hiring 60-62 RAs for the 2018-2019 year. This includes both new and returning RAs. It is unknown until late January how many of the current staff members will be applying to return to staff for the following year.

### **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 August?**

RA training begins approximately three weeks before move-in day which will occur on August 18, 2018. The exact date for return for the fall 2018 semester is still being determined; however, an exact date will be known by the time positions are offered. 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:**

**Sara Dickey, [sadickey@iupui.edu](mailto:sadickey@iupui.edu), 317-278-3903 or**

**Allison Wheeler, [aloyal@iupui.edu](mailto:aloyal@iupui.edu), 317-274-0710**

## **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**

\_\_\_\_\_ **RESUME LISTING ACTIVITIES/ORGANIZATIONS/JOBS**

\_\_\_\_\_ **COMPLETED APPLICANT'S STATEMENT**

\_\_\_\_\_ **COMPLETED INTERVIEW AVAILABILITY**

\_\_\_\_\_ **TWO SEALED LETTERS OF RECOMMENDATION**

\_\_\_\_\_ **INFORMATIONAL MEETING ATTENDANCE SLIP**

*(You will receive this after attending one of the mandatory informational sessions)*

**Application Deadline: Friday, December 15, 2017 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 &amp; 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
---	---

**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"/> Kelley House (Tower)	<input type="checkbox"/> SOIC School of Informatics & Computing Community (North)
<input type="checkbox"/> Health Careers (North)	<input type="checkbox"/> Liberal Arts Community (North)	<input type="checkbox"/> SPEA Justice & Pre-Law Community (Tower)
<input type="checkbox"/> Herron House (Apts)	<input type="checkbox"/> PETM Physical Education & Tourism Management (Tower)	<input type="checkbox"/> STEM Community (North)
<input type="checkbox"/> Honors House (Apts/Tower)	<input type="checkbox"/> Purdue House (Apts)	<input type="checkbox"/> Women in Science House (Apts)
<input type="checkbox"/> International House (Apts)	<input type="checkbox"/> Qmmunity (North)	

Are you available for employment for BOTH fall and spring semesters? YES NO

Will you be student teaching in the fall or 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 2018-2019 year? 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 2: 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 3: INTERVIEW AVAILABILITY**

Individual Interviews will take place on either Thursday, January 18 or Friday, January 19, 2018. Participants will have two interviews back-to-back and can expect to spend one hour interviewing total. Candidates will be notified with the exact time and location of their interview.

Please place an “X” during all times you would be available for an individual interview on these dates:

Thursday, Jan. 18	
12:00PM	
12:30PM	
1:00PM	
1:30PM	
2:00 PM	
2:30 PM	
3:00 PM	
3:30 PM	
4:00 PM	
4:30 PM	
5:00 PM	
5:30 PM	
6:00 PM	
6:30 PM	

Friday, Jan. 19	
9:00 AM	
9:30 AM	
10:00 AM	
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	
12:30 PM	
1:00 PM	
1:30 PM	
2:00PM	
2:30PM	
3:00PM	
3:30PM	

**\*Based on successful completion of the individual interview, a select number of candidates will be extended an invitation to continue the process in a group setting.**

**If selected, the mandatory Group Process portion of the interview will take place on Saturday, February 3, 2018 from 9:00am - 4:00pm in the Campus Center.**

# **RESIDENCE LIFE STUDENT STAFF APPLICATION (CONTINUED)**

## **PART 4: TWO LETTERS OF RECOMMENDATION**

Letters of recommendation provide an opportunity for someone to provide a credible history of your skills, abilities, job performance, and accomplishments. Generally, a letter of recommendation would come from a direct supervisor or someone with a working knowledge of the applicant's performance on the job and positions held. This person might also add comments regarding individual qualities such as initiative, dedication, work ethic, dependability, and motivation level.

Choose someone who will represent you accurately, knows your strengths in multiple areas, can provide a well-written letter, and thinks highly of you and your abilities. Make this process easy by providing all of the information needed so that you can obtain an accurate and positive recommendation and keep in mind that the recommender is doing you a favor and has a busy schedule with other commitments. Make sure you allow enough time so that he or she can provide you with an effective letter. Housing and Residence Life staff members (includes RAs) and family members may not serve as a recommender.

Letters should be attached to the Letters of Recommendation Form included in this application packet and must be in a signed, sealed envelope. They must accompany the application and should not be sent separate from the application.



**Letter of Recommendation** *(To be completed by current/former employer, professor, advisor, etc.)*

\_\_\_\_\_ has applied for a position as a live-in residence life student staff member.

**In a separate, attached letter, please answer the following questions as thoughtfully and honestly as possible, based on your encounter(s) with the above named applicant.**

- How, and in what capacity, do you know the applicant?
- What makes this person an outstanding candidate for a Housing & Residence Life student leader position?

**Based on issues of trust and responsibility, which involves assisting college age students academically and socio-culturally, as well as serving as a positive role model for them in their attempt to seek educational advancement and achievement, I:**

\_\_\_\_\_ highly recommend the applicant.

\_\_\_\_\_ recommend the applicant.

\_\_\_\_\_ recommend the applicant, but with reservations.

\_\_\_\_\_ do not recommend the applicant.

**Recommender Information:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

**Please return this form (in a sealed envelope) to the applicant by:  
Friday, December 15, 2017**

**If you have any questions regarding the selection process or concerns regarding the candidate, please contact  
Associate Director, Sara Dickey, [sadickey@iupui.edu](mailto:sadickey@iupui.edu) or 317-278-3903, or  
Associate Director, Allison Wheeler, [aloyal@iupui.edu](mailto:aloyal@iupui.edu), 317-274-0710**



**Letter of Recommendation** *(To be completed by current/former employer, professor, advisor, etc.)*

\_\_\_\_\_ has applied for a position as a live-in residence life student staff member.

**In a separate, attached letter, please answer the following questions as thoughtfully and honestly as possible, based on your encounter(s) with the above named applicant.**

- How, and in what capacity, do you know the applicant?
- What makes this person an outstanding candidate for a Housing & Residence Life student leader position?

**Based on issues of trust and responsibility, which involves assisting college age students academically and socio-culturally, as well as serving as a positive role model for them in their attempt to seek educational advancement and achievement, I:**

\_\_\_\_\_ highly recommend the applicant.

\_\_\_\_\_ recommend the applicant.

\_\_\_\_\_ recommend the applicant, but with reservations.

\_\_\_\_\_ do not recommend the applicant.

**Recommender Information:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

**Please return this form (in a sealed envelope) to the applicant by:  
Friday, December 15, 2017**

**If you have any questions regarding the selection process or concerns regarding the candidate, please contact  
Associate Director, Sara Dickey, [sadickey@iupui.edu](mailto:sadickey@iupui.edu) or 317-278-3903, or  
Associate Director, Allison Wheeler, [aloyal@iupui.edu](mailto:aloyal@iupui.edu), 317-274-0710**