

RESIDENT ASSISTANT APPLICATION PACKET 2019-2020

**Application Deadline:
Friday, December 14, 2018
4:00pm**



IUPUI HOUSING AND RESIDENCE LIFE
Division of Student Affairs

2019-2020 Selection Dates



Thursday, November 1, 2018: Student Staff application information will be available online (www.housing.iupui.edu) and printed copies will be available at the community offices and Multicultural Center.

November 1 – December 7, 2018: Information Sessions: **Mandatory attendance** at one session for all applicants:

| Date | Time | Location | Address |
|------------------------|---------|---|--------------------------------|
| Tuesday, November 6 | 7:00pm | Walker Conference Room, Riverwalk Apts. | 1341 W. Vermont St., Suite 170 |
| Thursday, November 8 | 7:00pm | North Hall Programming Space | 820 W. North St. |
| Sunday, November 11 | 7:00pm | Ball Hall Lobby | 1226 W. Michigan Ave. |
| Wednesday, November 14 | 7:00pm | Dean's Room, University Tower | 911 W. North St., second floor |
| Thursday, November 15 | 10:00am | Campus Center, Room 406 | 420 University Blvd. |
| Monday, November 19 | 2:00pm | Multicultural Center, UC 101 | 815 West Michigan St. |
| Monday, November 26 | 11:30am | Campus Center, Room 306 | 420 University Blvd. |
| Wednesday, November 28 | 7:00pm | Ball Hall Lobby | 1226 W. Michigan Ave. |
| Sunday, December 2 | 7:00pm | North Hall Programming Space | 820 W. North St. |
| Monday, December 3 | 7:00pm | Dean's Room, University Tower | 911 W. North St. |
| Thursday, December 6 | 7:00pm | Walker Conference Room, Riverwalk Apts. | 1341 W. Vermont St., Suite 170 |
| Tuesday, December 11 | 2:00pm | Multicultural Center, UC 101 | 815 West Michigan St. |

Friday, December 14, 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, January 11, 2019: Candidates are notified via e-mail if they have been selected to participate in the interview processes.

Thursday, January 17 & Friday, January 18, 2019: Individual interviews (*for those selected*)

- Thursday, January 17 between 12:00pm-7:00pm, University Tower, 2nd floor
- Friday, January 18 between 9:00am – 4:00pm, University Tower, 2nd floor

Friday, January 25, 2019: Candidates are notified via e-mail if they have been selected to participate in the group interview process.

Saturday, February 2, 2019: Group interview process, 9:00am-4:00pm, Campus Center (*for those selected*)

Friday, March 1, 2019: Final offer letters will be sent to candidates on or before this date.

Friday, March 8, 2019: Deadline for candidates to accept or decline an offered RA position.

Sunday, April 7 or 14, 2019: Kick-off meeting for 2019-2020 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.

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 2019-2020 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 2019-2020 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, which will occur on August 23 & 24, 2019. The exact date for return for the fall 2019 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, 317-278-3903 or

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

Residential-Based Learning Communities & the Resident Assistant

Residential Based Learning Communities (RBLCs) are floors, areas, or buildings where students request to live near others that share an interest in a particular social cause or academic area. They give students the opportunity to enjoy the usual advantages of living in campus housing while providing added benefits of living amongst a group of students that have similar goals and interests. RBLCs offer regular events and programming that help build a strong connection with the IUPUI campus, and also bring together faculty, staff, and students around their shared focus.

The Resident Assistant Role:

For each of the RBLCs, Housing and Residence Life looks to hire RAs who have a vested interest in the theme for the RBLC. RAs within an RBLC work collaboratively with not only housing staff, but also the liaisons from other campus entities that work with their RBLC. RAs will work with their supervisor and liaisons to provide programming and initiatives related to the RBLC theme. You do not have to have lived in an RBLC to express interest in serving as an RA for one of these communities, you just have to be excited and passionate about aligning the theme with the living experience.

Community Descriptions:

DEAP: The DEAP (Diversity Enrichment and Achievement Program) community is a racially diverse RBLC located in North Hall that is open to all students. Its purpose is to provide an environment that fosters student success through personal, academic, and social support to its residents. The community allows students to easily connect with other diverse students, network with faculty/staff, and participate in academic and social programming designed to contribute to their holistic development at IUPUI.

Health Careers Community: The Health Career Community (HCC) is for students who are pursuing undergraduate degrees in health and life science majors. The HCC also welcomes non-science majors interested in pursuing professional health-related degrees after earning a bachelor's degree.

Health and Human Science Community: The School of Health and Human Sciences community welcomes new incoming freshmen students majoring in exercise science, fitness management, health sciences, physical education, and tourism, event, and sport management. Students residing on the HHSC residential floor will have the opportunity to get involved in special academic and social programs.

Herron House: Herron House, located in the Riverwalk Apartments, provides a supportive, creative residential environment for students who attend Herron School of Art and Design. Herron House fosters academic, personal, and creative excellence by establishing strong ties to the Herron School, IUPUI, and the Indianapolis artistic community.

International House: International House (I-House), located in the Riverwalk Apartments, is home to international and U.S. students who choose to live cross-culturally in a learning community. Typically 15-20 countries are represented each year. I-House residents organize programs on global issues for the campus and community, providing a forum for the exchange of ideas and dialogue about international events and cross-cultural learning opportunities.

Honors: Honors Residential Communities are the residential living environments for IUPUI Honors College scholars who choose to live in on-campus housing. Honors has two communities, a first-year scholars community in University Tower and a community for upperclass students in the Riverwalk Apartments.

Kelley House: The Kelley House is for first year students majoring in business. Students living in this area will have a chance to get involved in academic, social, and cultural programs through interactions with faculty and staff organized by the resident assistant and the Kelley School of Business Academic Programs Office.

Liberal Arts Community: A high-impact, interdisciplinary program, the community is designed for students who have a passion to change the world. Students in the Liberal Arts community in North Hall will explore a diverse range of activities and engage in opportunities designed around civic engagement.

Purdue House: Purdue House is a predominantly upperclass community within the Riverwalk Apartments. Sophomore through graduate engineering, technology, and science students are housed together, providing excellent opportunities for a wide array of interaction and peer mentoring.

Qmmunity: Qmmunity is a gender-inclusive residential living and learning community that is open to any student who has respect for, and an understanding of, all gender identities and sexualities. The community's purpose is to provide a safe space for our LGBTQ+ student community at IUPUI.

SOIC: The SoIC Community, supported by the School of Informatics & Computing, is reserved for students majoring in one of the schools' majors, including Media Arts and Science, Informatics, and Health Information Management. The community provides residents with the opportunity to develop relationships with peers who have the same interests and major, while building academic and creative excellence through unique opportunities.

SPEA: The Justice and Pre-Law community, supported by the School of Public and Environmental Affairs (SPEA), in University Tower is for freshmen students interested in social justice and pre-law topics such as the legal system, law enforcement, homeland security, socioeconomics, and race and class issues in America. Residents of the Justice and Pre-Law wing will live in an environment that fosters social responsibility.

STEM: The STEM Community is located in North Hall for freshmen pursuing degrees in the Schools of Engineering & Technology and Science. This community promotes scholarship and camaraderie among first year science, technology, engineering, and mathematics (**STEM**) students. The community provides a student success STEM course specifically designed for residents focusing on academic success, career investigation, identifying healthy behaviors, as well as leadership skills and more.

WISH: The Women in Science House (WISH) is for female science students of various class years and majors. Residents of WISH will live in an environment that fosters academic development through the exploration of the field of science and provides a nurturing atmosphere for personal growth.

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**

____ **INFORMATIONAL MEETING ATTENDANCE SLIP**

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

Application Deadline: Friday, December 14, 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
2019-2020**



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 |
| <p>Additionally, if interested in working within a Residential Based Learning Community, select your preference(s):</p> | |
| <input type="checkbox"/> DEAP Diversity, Enrichment & Achievement Program (North) <input type="checkbox"/> Health Careers Community(North) <input type="checkbox"/> Health and Human Science Community (Tower) <input type="checkbox"/> Herron House (Apts) <input type="checkbox"/> Honors House (Apts/Tower) | <input type="checkbox"/> International House (Apts) <input type="checkbox"/> Kelley House (Tower) <input type="checkbox"/> Liberal Arts Community (North) <input type="checkbox"/> Purdue House (Apts) <input type="checkbox"/> Qmmunity (North) |
| | <input type="checkbox"/> SOIC School of Informatics & Computing Community (North) <input type="checkbox"/> SPEA Justice & Pre-Law Community (Tower) <input type="checkbox"/> STEM Community (North) <input type="checkbox"/> Women in Science House (Apts) |

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 2019-2020 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 17 or Friday, January 18, 2019. 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. 17 | |
|-------------------|--|
| 12:00PM | |
| 12:30PM | |
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***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 2, 2019 from 9:00am - 4:00pm in the Campus Center.

