Application Deadline: Friday, December 18, 2015 by 4:00pm

Return completed applications to:
Residence Life Office
405 Porto Alegre St., Suite 170
Indianapolis, IN 46202
Student Staff Selection
2016-2017 dates to remember

Monday, November 16, 2015: Student Staff applications will be available online (www.housing.iupui.edu) and at the community offices.

Wednesday, November 11, 2015 – Friday, December 10, 2015:
Information Sessions: Mandatory attendance at one session for all applicants:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, November 11</td>
<td>7:00pm</td>
<td>University Tower, 10th floor lounge (#1033) 911 W. North St.</td>
</tr>
<tr>
<td>Thursday, November 12</td>
<td>7:00pm</td>
<td>Park Place, main lobby 1150 N. White River Parkway West Dr.</td>
</tr>
<tr>
<td>Tuesday, November 17</td>
<td>7:00pm</td>
<td>Ball Residence Hall, main lobby 1226 W. Michigan St.</td>
</tr>
<tr>
<td>Wednesday, November 18</td>
<td>7:00pm</td>
<td>Riverwalk Apts, Thornborough Conference 1354 Hine St., Suite 150</td>
</tr>
<tr>
<td>Monday, November 23</td>
<td>7:00pm</td>
<td>University Tower, 2nd floor Landing 911 W. North St.</td>
</tr>
<tr>
<td>Wednesday, December 2</td>
<td>7:00pm</td>
<td>Riverwalk Apts, Thornborough Conference 1354 Hine St., Suite 150</td>
</tr>
<tr>
<td>Sunday, December 6</td>
<td>7:00pm</td>
<td>Park Place, main lobby 1150 N. White River Parkway West Dr.</td>
</tr>
<tr>
<td>Thursday, December 10</td>
<td>7:00pm</td>
<td>Ball Residence Hall, main lobby 1226 W. Michigan St.</td>
</tr>
</tbody>
</table>

Friday, December 18, 2015: All applications must be turned in to the Residence Life Office by 4:00pm. Late applications will not be accepted. Postal address is listed on the front page.

Wednesday, January 14, 2016: Candidates are notified via e-mail if they have been selected to participate in the interview processes.

Thursday, January 21 & Friday, January 22, 2016: Individual interviews (for those selected)
- Thursday, January 21 between 12:00pm-7:00pm, University Tower, 2nd floor
- Friday, January 22 between 9:00am – 4:00pm, University Tower, 2nd floor

Wednesday, January 27, 2016: Candidates are notified via e-mail if they have been selected to participate in the group interview process.

Saturday, January 30, 2016: Group interview process, 9:00am-4:00pm, Campus Center (for those selected)

Friday, February 26, 2016: Final offer letters will be sent to candidates on or before this date.

Friday, March 4, 2016: Deadline for candidates to accept or decline an offered RA position.

Sunday, April 12, 2016: Kick-off meeting for 2016-17RA 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 group of friends who are all working together to make your floor/building 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 and will involve student residents in our community. 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.

To apply, candidates must:

- Be enrolled as a full-time sophomore, junior, senior, or graduate student during the 2016-2017 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 employment period.
- 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.

General Responsibilities of a Resident Assistant:

- Recognize the position as a primary out-of-class obligation.
- Attend staff meetings as scheduled and complete reports as assigned.
- Participate in campus wide and Housing and Residence Life events.
- Provide academic support through role modeling and encouragement.
- Be available and accessible to residents.
- Build an inclusive community.

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’s merely 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 also have duty about once a week where they must be in their community and are on call for residents.

How many positions are available?
With the opening of North Hall in 2016, we anticipate hiring 68 RAs for the 2016-2017 year. This includes both new and returning RAs. It is unknown until late January how many of the current staff members will be returning 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 or on paper, will be determined 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 has traditionally begun two-three weeks before move-in day which will occur on August 20, 2016. The exact date for return for the Fall 2016 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 Residence Life Student Staff. 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. Some community placements may also include a meal plan.

Will I still get financial aid if I am a Residence Life Student Staff Member?
That depends. Since everyone’s financial aid situation is different, the best way to be sure is to consult with the Office of Student Account Services for specific answers.

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
Residence Life Student Staff Member Job Overview

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

Responsibilities of an RA may include the following:

• Assist residents in meeting academic needs by helping them to develop good study habits and encouraging discussion within the community.
• Help maintain an environment appropriate for academic and personal success. Encourage self-discipline by helping with educational programs.
• Build a rapport with the residents by getting to know their strengths and weaknesses, and be willing to provide appropriate referrals.
• Aid in administrative functions by documenting interactions, both positive and negative, with the residents.
• Serve as a liaison between residents and campus administration.
• Know the various resources on campus and helps students locate the appropriate service.
• Serve in an on-call rotation for the community.

In addition to a Resident Assistant’s regular responsibilities, you will be expected to participate in at least one collateral assignment. Collateral assignments may include:

• Hosting weekly study tables.
• Aiding in the development and execution of the LYFE Scholars program.
• Participating in campus wide events.
• Planning active/passive programs that focus on areas of diversity, multiculturalism, and social justice.
• Serving as a student staff representative for the department either on the housing advisory board or the residence hall and advisory councils.
• Working with the professional staff to create fall and winter training sessions.
• Assisting the Office of Sustainability with recycling efforts and education.
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)

Mail or turn your application in 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.
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: ___________________________________________________________________

---

### Part One – Personal Information Sheet

1. **Which of the following communities would you be interested in serving as a RA?** (Choose all that apply)
   - Ball Residence Hall
   - North Hall
   - Park Place
   - Riverwalk Apartments & Townhomes
   - University Tower

2. **Additionally, if interested in working within a Residential Based Learning Community, select your preference(s):**
   - Community Leaders of Tomorrow (Ball)
   - Health Careers (North)
   - Herron House (Apts)
   - Honors House (Apts/Tower)
   - International House (Apts)
   - Kelley House (Tower)
   - PETM Community (Tower)
   - Purdue House (Apts)
   - Qmmunity (North)
   - STEM Community (North)SOIC School of Informatics & Computing Community (North)
   - SPEA Justice & Pre-Law Community (Tower)
   - Women in Science House (Apts)

---

3. **Are you available for employment for BOTH fall and spring semesters?**
   - YES  NO

4. **Will you be student teaching in the fall or spring semester?**
   - YES  NO

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

6. **Are you currently working an on-campus job?**
   - YES  NO
   If yes, with which department?: ___________________________________________________________________

7. **Do you plan to work an off-campus job during the 2016-17 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.

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?
   - As an 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?

PART 3: INTERVIEW AVAILABILITY
Individual Interviews will take place on either Thursday, January 21 or Friday, January 22, 2016. 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 either of these dates:

<table>
<thead>
<tr>
<th>Thursday, January 21</th>
<th>Friday, January 22</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 PM</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>12:30 PM</td>
<td>9:30 AM</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>1:30 PM</td>
<td>10:30 AM</td>
</tr>
<tr>
<td>2:00 PM</td>
<td>11:00 AM</td>
</tr>
<tr>
<td>2:30 PM</td>
<td>11:30 AM</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>12:00 PM</td>
</tr>
<tr>
<td>3:30 PM</td>
<td>12:30 PM</td>
</tr>
<tr>
<td>4:00 PM</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>4:30 PM</td>
<td>1:30 PM</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>5:30 PM</td>
<td>2:30 PM</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>6:30 PM</td>
<td>3:30 PM</td>
</tr>
</tbody>
</table>

*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, January 30, 2016 from 9:00am - 4:00pm in the Campus Center.
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 18, 2015

If you have any questions regarding the selection process or concerns regarding the candidate, please contact Assistant Director, Sara Dickey, sadickey@iupui.edu or 317-278-3903, or Assistant Director, Allison Wheeler, aloval@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 18, 2015

If you have any questions regarding the selection process or concerns regarding the candidate, please contact Assistant Director, Sara Dickey, sadickey@iupui.edu or 317-278-3903, or Assistant Director, Allison Wheeler, aloyal@iupui.edu, 317-274-0710