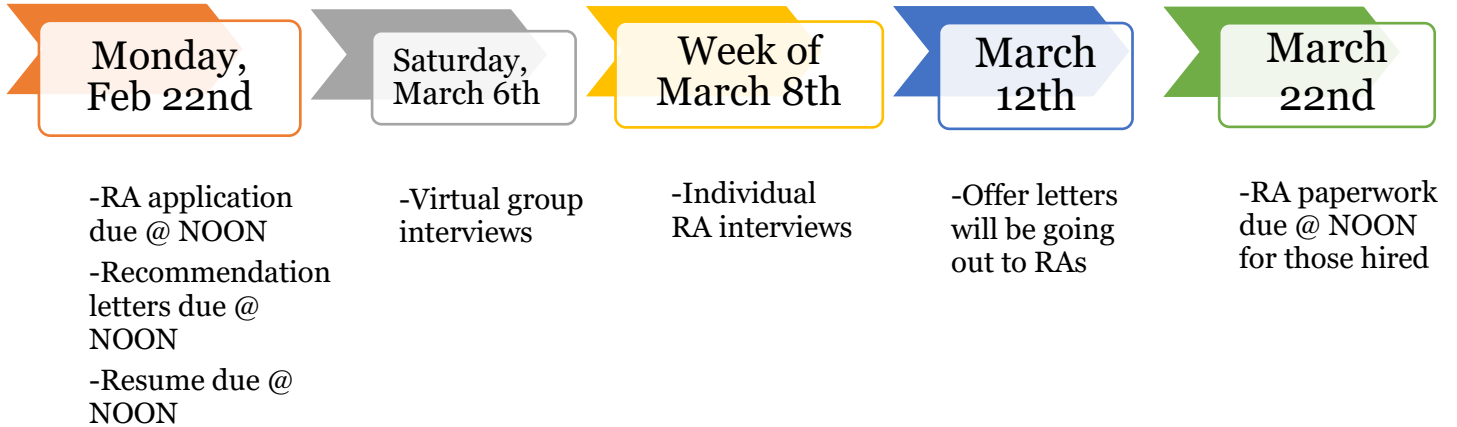


# Resident Assistant Application 2021-2022

## Deadlines & Timeline for RA Selection



## Requirements for Complete Application:

- Application packet (p. 3)
- Important Dates signoff
- Resume
  - Students are required to submit a resume with their application packet. We strongly suggest that you work with the Center for Academic Advising & Career Engagement department (CAACE) in the structure, format and wording of your resume
- Printed short answer questions
- Two (2) recommendation forms
  - It is strongly recommended that one be filled out by your current RA
  - The other should be filled out by faculty, staff, coaches or advisors (non-students)
    - *These will be turned in to the Residence Life Office by those completing the form*

## Quick Notes:

- It is highly recommended that you keep the first two pages of this application
- Your current RA is an excellent resource to answer any questions that you might have
- You will need to watch for an email sent out on Feb. 22nd to sign up for an interview timeslot by Monday, March 1<sup>st</sup>.
- If you have any questions about the RA Selection process, or any problems with submitting the application, please contact Kyle McCarragher, RA Selection Coordinator, at [kyle.mccarragher@cuw.edu](mailto:kyle.mccarragher@cuw.edu) or call 262-243-4568.

**The complete application must be submitted, in person, to the Resident Director of your building no later than NOON on Monday, February 22nd, 2021**

## IMPORTANT DATES FOR 2021-2022 RAS TO BE ON CAMPUS\*

Check your schedule to confirm that you are available to be on campus during the dates listed below, as you are required to be on campus and available during the **bolded** dates.

*\*Dates are subject to change*

### 2021

<b>Sunday, August 1<sup>st</sup></b>	<b>ARD's to campus for fall training by 5:00pm</b>
<b>August 8<sup>th</sup></b>	<b>RA's to campus for fall training by 5:00pm</b>
<b>August 9-25</b>	<b>Fall training</b>
<b>August 26 - 28</b>	<b>Check-In weekend – Weekend before Fall Semester begins</b>
October 2021	Family Weekend ( <i>presence is encouraged</i> )
October 2021	Homecoming ( <i>presence is encouraged</i> )
November TBA	*WAICU RA Conference at TBD ( <i>presence is encouraged</i> )
<b>December 17-19</b>	<b>Hall Closing for Christmas Break</b>

### 2022

<b>January 20 - 23</b>	<b>All RAs back on Campus</b>
<b>January 28-30</b>	<b>First weekend of spring semester</b>
<b>March 5<sup>th</sup></b>	<b>Group Process</b>
<b>March 7 – 9<sup>th</sup></b>	<b>New RA Interviews</b>
<b>Friday, March 11</b>	<b>RAs dismissed by 8 PM for Spring Break</b>
<b>Sunday, March 20</b>	<b>RAs return to campus by noon</b>
<b>May 6/7<sup>th</sup></b>	<b>End of Year Banquet</b>
<b>May 13-15</b>	<b>Hall Closing for summer</b>
<b>Sunday, May 15</b>	<b>RAs dismissed by 2pm</b>

### Additional Dates:

RA Training Sessions: **RA staffs meet for one hour on Tuesdays at either 7:30 a.m. or 11:45 a.m. Specific dates will be given after hire.**

Weekly staff meetings: TBA **As an RA, once a week you are required to meet with your RD and Hall Staff.**

Every Other Week: **RAs have required one-on-ones with their RD.**

**NOTE:** Falcon Frenzy will take place during the first 6 weeks of the fall semester and it is an expectation to be on campus during that time.

Applicant's Name: \_\_\_\_\_

---

**THE BOX BELOW IS FOR OFFICE USE ONLY**

Date Turned In	Required Material
	Application Packet
	Short Answer Questions
	Resume
	Recommendation Form One
	Recommendation Form Two

**SECTION 1: STUDENT INFORMATION**

- I am applying for a Resident Assistant (RA) position
- I am applying for a Bethesda College Resident Assistant (BCRA) position
- I am applying for **BOTH** positions

If interested in a Bethesda RA position, you will need to shadow a current Bethesda RA before the interview process. Please contact Samantha Bear, [samantha.bear@cuw.edu](mailto:samantha.bear@cuw.edu), for more information.

---

Name (first, m.i., last): \_\_\_\_\_ Foo: \_\_\_\_\_

Campus Address (hall & room #): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

GPA Last Semester: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Expected Graduation Year: \_\_\_\_\_ Semesters at CUW: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Sports next year? Clinicals? Student Teaching? \_\_\_\_\_ Which ones: \_\_\_\_\_

Do you have any housing accommodations? \_\_\_\_\_

## Diversity Advocate

Residence Life has at least 1 Diversity Advocate (DA) per area, and ideally per residence hall, in its commitment to Concordia University Wisconsin's mission. Please read the role's description below and mark your interest- **know your answer does not determine any hiring decisions.**

**Purpose of the role:** The main purpose of the Diversity Advocate is to advocate for a Residence Life staff team to pursue a culture of just and multicultural belonging so that every student can thrive. Specifically, one purpose is to advocate for students whose voices and perspectives may be different, underrepresented, or marginalized on campus. Some of these groups include domestic students of color, international students, MK's (missionary kids) /TCKs (third culture kid), and first-generation college students. Below are the two main purposes of the Diversity Advocate, and a couple examples of how each purpose can be enacted on a practical level.

*While there is no additional financial compensation for this position, DAs will receive resources, training and travel at no cost to themselves.*

Daily: **DAs seek to create, and encourage others on their staff, to create inclusive programming; making sure diversity is a factor in conversations; make an effort to connect with others with different experiences; and promote interest in diversity initiatives and activities.**

Monthly meetings: TBA **As a DA, once a month you are required to meet with the Director of Residence Life for learning, discussion, and processing the DA role.**

- Yes, I am interested in the DA role
- No, I am not interested in the DA role

---

## Student Leadership

Our department recognizes there are candidates whose skill set could fill a variety of student leadership positions. If planning to apply for multiple positions, it would help us to know which one(s) you are most interested in, using the scale below.

Start with number 1 for the role you're most interested in, and so on. **Only rate the position, or positions, you're applying for- do NOT number any you're NOT applying for, thank you!**

- RA
- BCRA
- FA (Faith Associate)
- NSE (New Student Experience team)

## SECTION 2: IMPORTANT DATES

### Please Initial When Completed:

\_\_\_\_\_ I have read the Important Dates on page 2

Please list any Important Dates you have a conflict with:

---

---

## SECTION 3: RESUME

You must include a current resume with your completed application. Residence Life strongly recommends that you contact the Center for Academic Advising & Career Engagement early in the process to allow them the chance to assist you in the creation or updating of your resume. Their office is located in Stuenkel 103, and they can be reached at 262-243-4499 during business hours.

## SECTION 4: SHORT ANSWER

Before answering these questions, we highly recommend you read the Sample RA Contract (p. 8) to have a full grasp of the position and what is going to be asked of you.

Please type your answer to the following questions in a separate document. Print, and turn in with the rest of your application.

1. Please list all other commitments that you will be involved in next year ((i.e. campus organizations, athletics, music, drama, church/civic involvement, other employment (including babysitting, student teaching, Winterim trips, Sodexo, etc.))
  - A. List the following information about your commitments for next year: activity, your role/position and estimated hours per week.
  - B. Which of the commitments listed would you be willing to drop or cut back on for the RA Position?
  - C. How many credits do you intend to take each semester next year?
2. Based on the responsibilities of the RA position that you read in the Sample RA Contract, what is one area that you feel you would excel in? What is one area you would find challenging?

## SECTION 5: RECOMMENDATION LETTERS

**RECOMMENDATIONS WILL BE TURNED IN BY THE PERSON FILLING OUT THE FORM.**

Please list the people who will be submitting recommendation forms on your behalf:

	NAME	POSITION
1.	_____	_____
2.	_____	_____

**Concordia University Wisconsin**

**Department of Residence Life**

---

**Position Requirements**

- ✓ Applicant must have been a full-time student at CUW for at least one semester within the last two years.
  - ✓ Applicant must have a minimum cumulative GPA of 2.25 and be in good academic standing.
  - ✓ Applicant must maintain a 2.5 semester GPA during time of employment.
  - ✓ Applicant must be a full-time student (12 credits) during time of employment.
  - ✓ Applicant must be able to commit a full year of service (fall & spring terms) and be available during all no-pass dates and training days.
- 

**Our Purpose:** The Department of Residence Life at Concordia University Wisconsin is committed to providing comfortable and well-maintained residence hall communities that are purposeful, open, just, disciplined, caring and celebrative; where students can develop in mind, body and spirit; and where academic goals, personal development, and spiritual growth are encouraged and supported. Our staff is available, reliable, helpful and concerned for the well-being of resident students within facilities that are safe, clean and healthy living environments.

**Purpose of the Position:** Resident Assistants are a most integral part of the Residence Life. Resident Assistants are assigned to an area of approximately 25-45 individuals. Their primary responsibility is to act as a representative of Residence Life for their residence hall community. The Resident Assistant articulates to students the philosophy and policies of Concordia University Wisconsin. Resident Assistants represent Residence Life as a role model in all facets of University life.

**SAMPLE RESIDENT ASSISTANT CONTRACT 2021-2022**

---

**Requirements and Expectations of RAs:**

1. Must be enrolled as a full-time student at Concordia University Wisconsin. Maintains a 2.50 grade point average each semester and a 2.25 cumulative grade point average.
2. Will be placed in a hall as determined by Residence Life and may be reassigned at any point during the academic year.
3. At all times practice open communication with the Office of Residence Life—which includes all professional and support staff members.

4. Any other off-campus employment not to exceed 10 hours per week, must be approved by the supervising Resident Director.
5. No other university employment is allowed during fall, spring semesters, and summer. Spring graduating RAs may hold summer on-campus employment.
6. Is in good standing with the University and Residence Life. A Resident Assistant cannot be on disciplinary or academic probation.
7. Acts as a positive representative of the University and Residence Life in interactions by role modeling behavior in line with the CUW mission.
8. Additional expectations and duties as set forth by the Director of Residence Life, Resident Director, and the RA Manual.

**The six (6) basic roles of the Resident Assistant are:**

- |                          |                    |                   |
|--------------------------|--------------------|-------------------|
| A. Community Facilitator | B. Team Member     | C. Administrator  |
| D. Programmer            | E. Policy Advocate | F. Referral Agent |

**Supervisor:** The Resident Assistant directly reports to the Resident Director of the hall area to which s/he is assigned.

**Responsibilities:**

**Community Facilitator**

- Be available and accessible to the students by spending quantity and quality interaction time in assigned residence hall.
- Establish and maintain at least a basic relationship with all the students on assigned floor by the end of the third week of classes.
- Assist students with personal, social, and academic concerns.
- Respect and maintain confidentiality of staff and students.
- Develop a responsible living environment by helping the residents enforce community standards.
- Consistently encourage responsible behavior by the residents.
- Respond to emergency situations quickly.
- Keep all bulletin boards and/or hall decorations updated with theme displays or current information.

**Team Member**

- Attend and participate in all staff training
- RA training sessions as scheduled – frequency depends on the month and time of semester.
- Others as assigned by professional staff
- Attend weekly staff meetings and individual meetings as determined by Resident Director.
- Maintain consistent presence and availability in their residence hall during the week.
- Help develop staff community by working cooperatively, supporting, and displaying a positive attitude toward all staff.
- Negotiate all outside activities in clubs, sports, etc., with Resident Director in terms of time management.

## **Administrator**

- Be available for the opening and closing of the residence halls as follows:
  - August 26-29, 2021; December 17-19, 2021; January 20-23, 2022; March 11, 2022; March 20, 2022; May 13-15, 2022
- Be available for special staffing assignments: Fall Break, Homecoming Weekend, Thanksgiving Break, Winterim, Spring Break, Easter Break; others as assigned by Residence Life.
- Participate in the staff duty schedule. Understand that frequency of duty is based on the number of staff in a particular duty group.
- Complete administrative tasks—submit maintenance requests, weekly reports, incident reports, program evaluations, room condition reports, duty logs, etc.—as assigned and in the time frame specified by supervisor.
- Share in the check-in/check-out duties and all other scheduling of hall staff.
- Carry master keys only during duty or an emergency situation. The keys should never be in RA's casual possession or given to any other person.
- Participate in the 2022-2023 Resident Assistant Selection Process as designated by Residence Life.

## **Programmer**

- Facilitate programs for assigned floor/hall each semester as defined by the Residence Life programming model.
- Work with Resident Director to set program dates and meet deadlines.
- Submit the Program Planner/Evaluation form in conjunction with each program.
- Submit program form for budget approval to the RD, at least two weeks before the program.

## **Policy Advocate**

- Actively confront all disciplinary situations and document them as appropriate within 12 hours of the encounter.
- Uphold and exemplify all policies and programs of Concordia University Wisconsin and Residence Life.
- Articulate University policy and procedures to residents.
- Title IX Mandatory Reporter – as a university employee, you will be trained in the proper federally required response in Title IX situations.

## **Referral Agent**

- Document and report all emergency situations to Resident Director and the Director of Residence Life immediately.
- Refer students to different campus offices and community agencies.
- Keep residents apprised of University happenings by posting current information on the floor(s).

## **Compensation:**

Compensation will be approximately \$8, 400 a year, and will be divided per pay period.

If RA resigns or is terminated, that RA will have to vacate the RA room and any roommate(s) will be required to vacate as well.



**Applicant's Name:** \_\_\_\_\_

---

**TO EVALUATOR:**

The above named applicant has applied for the position of Resident Assistant (RA). The RA assists students in adjusting to college life. The RA responsibilities include policy enforcement, administrative tasks, hall programming, peer counseling, and conflict resolution. The RA should be able to evaluate a situation clearly and critically and then make a sound judgment. Please consider this as you proceed to evaluate the applicant.

**Evaluator Name:** \_\_\_\_\_ **Position/Title:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Relationship to student:**

Academic Faculty / Staff  Organization Advisor / Coach  Current RA  Other: \_\_\_\_\_

**How well do you know this student?**

Very well  Well enough to give general feedback  Do not know well enough to adequately evaluate

**In your observation of this candidate, how have you seen him/her relate to and care for their peers?**

**Please comment on the candidate's problem solving skills:**

**Please comment on strengths you have observed in this candidate:**

**The six basic roles of the RA position are: Community Facilitator, Team Member, Administrator, Programmer, Policy Advocate, and Referral Agent. Which of these roles will the candidate need most support in fulfilling?**

**Overall:** \_\_\_\_\_ Recommend \_\_\_\_\_ Recommend with reservations \_\_\_\_\_ Do not recommend

*Optional (please explain):* \_\_\_\_\_

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return form to the Residence Life Office by NOON on Monday, February 22nd, 2021**



**Applicant's Name:** \_\_\_\_\_

---

**TO EVALUATOR:**

The above named applicant has applied for the position of Resident Assistant (RA). The RA assists students in adjusting to college life. The RA responsibilities include policy enforcement, administrative tasks, hall programming, peer counseling, and conflict resolution. The RA should be able to evaluate a situation clearly and critically and then make a sound judgment. Please consider this as you proceed to evaluate the applicant.

**Evaluator Name:** \_\_\_\_\_ **Position/Title:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Relationship to student:**

Academic Faculty / Staff  Organization Advisor / Coach  Current RA  Other: \_\_\_\_\_

**How well do you know this student?**

Very well  Well enough to give general feedback  Do not know well enough to adequately evaluate

**In your observation of this candidate, how have you seen him/her relate to and care for their peers?**

**Please comment on the candidate's problem solving skills:**

**Please comment on strengths you have observed in this candidate:**

**The six basic roles of the RA position are: Community Facilitator, Team Member, Administrator, Programmer, Policy Advocate, and Referral Agent. Which of these roles will the candidate need most support in fulfilling?**

**Overall:** \_\_\_\_\_ Recommend \_\_\_\_\_ Recommend with reservations \_\_\_\_\_ Do not recommend

*Optional (please explain):* \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return form to the Residence Life Office by NOON on Monday, February 22nd, 2021**