



Housing & Residence Education

Resident Advisor Selection

Applying for Spring 2012 Semester Timeline

Monday, November 7, 2011

Application and reference letters must be turned into the Housing Office, Thompson Hall, by 4:30 p.m.

Monday, November 7th - Tuesday, November 15th (Housing Office)

RA interviews – must sign up at the Housing Office – Grote-Thompson Hall

Sunday, November 13, 2011 (302 Breck)

Group Process: attendance at this process is **mandatory** for all candidates.

Friday, November 18, 2011

Notification letters sent to applicants regarding candidacy via residence hall mailbox.

Tuesday, November 22, 2011

Deadline for invited candidates to accept offers of employment or membership in the eligible pool.

Resident Advisor Application

Date Application Submitted:

DIRECTIONS

Please read the application thoroughly before beginning (make sure to pay close attention to the timeline due dates). Complete each item completely and accurately. Candidates must have at least a cumulative GPA of 2.25 at the time of application in order to be eligible for further consideration; GPAs will be verified by our office. Candidates must also be full-time students and in good standing with the University, have lived on campus for at least one semester, and have submitted their FASFA form to the financial aid office. **Candidates should consult with their Financial Advisor in Enrollment Services to determine the potential impact of an RA position on their financial aid package.**

PERSONAL INFORMATION

Name: _____

Gender: _____

Local Mailing Address (Campus or Current)

Local Phone () _____

Permanent Mailing Address

Permanent Phone () _____

MSU Email _____@moreheadstate.edu
(All email from the Housing Office will be through your MSU e-mail address.)

Cell Phone () _____

Student ID #: **m** _____

Class: FR SO JR SR GR

Major _____ GPA (Cumulative) _____ Total Credits Earned _____

Are you a U.S. citizen? Yes No
(If not, please attach proof of eligibility for employment)

Does your academic program include an internship, student teaching, or field placement?
Yes No
If yes, which semester?

Have you worked as an RA for MSU before? Yes No

If yes, please list when you were employed _____

Have you worked for MSU before? **Yes** **No**

If yes, please list when/where you were employed _____

Are you are transferred student? **Yes** **No**

If yes, please list schools and dates _____

List the residence hall in which you have lived in at MSU or at another institution. Include the years as well.

Have you ever attended a program put on by an RA or the Housing Office at MSU? **Yes** **No**
If yes, list the title of the programs.

If not, explain why you have not attended any programs?

Have you ever been documented for a policy violation at MSU? **Yes** **No**
If yes, please elaborate below about the incident.

Have you ever been convicted of a crime?* **Yes** **No** **If yes, state the nature of offense, when, where, and disposition.**

*A conviction record will not necessarily be a bar to employment. This information will be used only for job related purposes and only to the extent permitted by applicable law.

RESUME

Please include a professional resume reflecting your qualifications for the Resident Advisor position.

SHORT ANSWER QUESTIONS

Every RA applicant should answer the following set of questions. Please type and submit your answers on a separate sheet. Please include the number and question prior to your response.

- 1) Why do you want to be a Resident Advisor?
- 2) As an RA, how will you positively influence the living experience of other students in the residence halls?
- 3) Which elements of the RA position appeal to you the most? Which elements of the RA position appeal to you the least? Why?

REFERENCES

Each candidate is required to submit three references using the enclosed forms. References should have experience working with candidates in the areas of academics and/or co-curricular activities. **Family members, significant others, friends, resident advisors, student directors, student life coordinators, assistant vice president/dean of students, and other Housing Office staff must not submit references for candidates.** Please choose people who can speak in unbiased terms regarding your skills, character, and areas of growth. Complete your personal information in the heading of each RA Recommendation Form and give them to the persons listed below.

Name	Title/Position/Relationship
1.)	_____
2.)	_____
3.)	_____

In accordance with the Family Educational Rights and Privacy Law of 1974, and the subsequent Buckley-Pell Amendment, candidates do have the right to review recommendations filed after January 1, 1975. However, because some recommending individuals may prefer the candidate not to read the recommendations, ***candidates may waive (give up) the right to review recommendations.***

Waiver form – Please pick one statement to sign and date

The waiver applies only to the authorized recommendations for the Resident Advisor applicants.
Note to candidate: Please mark the appropriate statement in the heading of each RA recommendation form as well.

****I hereby waive the right to review recommendations and I will notify references that I will not read authorized recommendations.***

Signature

Date

****I do not waive the right to review recommendations. I will notify references that I may request to read the recommendations.***

Signature

Date

I hereby certify that the aforementioned statements are true and accurate:

- I understand if selected I will become a paid employee of the Housing Office. I will abide by all policies, rules and regulations set before me. As a job, the RA role is considered to require prioritization ahead of activities other than academic requirements.
- I understand that by falsifying this document I disqualify myself from further consideration for the Resident Advisor position.
- I acknowledge my responsibility to inquire with Financial Aid Services regarding the potential effect of RA compensation on any financial aid package that I may receive.
- By affixing my signature hereunder, I authorize the Housing Office to verify the information provided from any other appropriate Morehead State University staff.
- I understand that any offer of employment will be contingent upon successful completion of a criminal background check and verification of my enrollment status and grade point eligibility.
- I authorize the Office of Student Life to release information regarding my current disciplinary standing.

Morehead State University is committed to providing equal educational opportunities to all persons regardless of race, color, national origin, age, religion, sex, sexual orientation, Vietnam Era, recently separated, or other protected veteran status, or disability in its educational programs, services, activities, employment policies, and admission of students to any program of study.

Print Name

Signature

m _____

MSU ID #

Today's Date

Office Use Only: Credit Hours Earned: _____ Cumulative GPA: _____ Tax Paperwork: _____
Discipline Record: _____ Financial Aid Availability: _____

Morehead State University

Resident Advisor Employment Recommendation Form

SECTION A (TO BE COMPLETED BY APPLICANT)

I, _____, request that _____ complete this form as a reference of candidacy for the resident advisor (RA) position.

Under the provisions of the Family Educational Rights and Privacy Act (FERPA):

- I have retained my rights of access to this reference.
 I have waived my rights of access to this reference.

Applicant's Signature

Date

SECTION B (TO BE COMPLETED BY REFERENCE)

Approximately 2800 students will be housed in Morehead State University's residence halls for the 2011-2012 academic school year. The Housing Office maintains a resident advisor (RA) program to promote the welfare and development of its residents. RAs live on floors with an average of 40 undergraduate students. RAs are charged with peer counseling, basic administration, referrals, policy enforcement, and community development for the floor. The position requires that candidates be dependable, creative, able to manage time and resources well, capable of maintaining academic standards, and committed to helping others. We ask that you keep these responsibilities and qualifications in mind while completing this recommendation form for the above named candidate.

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

PART I

Please review the following characteristics and rank the applicant accordingly. Circle the number that best reflects your assessment of how well the candidate demonstrates each attribute. Circle NB if you feel you have no basis to judge the candidate in a particular area.

	Outstanding (5-4)	Average (3-2)	Poor (1)	No Basis (NB)		
1. Leadership	5	4	3	2	1	NB
2. Communication Skills	5	4	3	2	1	NB
3. Organizational Skills	5	4	3	2	1	NB
4. Maturity	5	4	3	2	1	NB

5. Responsibility	5	4	3	2	1	NB
6. Approachability	5	4	3	2	1	NB
7. Teamwork	5	4	3	2	1	NB
8. Trustworthiness	5	4	3	2	1	NB
9. Conflict Management	5	4	3	2	1	NB

PART II

Please share your thoughts on the candidate using the questions below as a guide.

1. What are the candidate's strengths?

2. What are the candidate's weaknesses?

3. Please comment on any other considerations that indicate the candidate's ability to carry out the responsibilities of the resident advisor (RA) position effectively.

OVERALL RECOMMENDATION: (Please check one)

___ Highly recommend ___ Recommend ___ Recommend with reservation ___ Do not recommend

Signature: _____ Date: _____

Please include the following contact information in the event that we need further information.

Name _____ Phone (____) _____

Title _____ Email Address _____

Please return the completed form by mail, fax, or hand deliver to:

**Morehead State University
Housing Office
Grote-Thompson Hall UPO #2525
Morehead, KY 40351
Office: 606.783.2060 Fax: 606.783.5062**

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MOREHEAD STATE UNIVERSITY

RESIDENT ADVISOR JOB DESCRIPTION

The Resident Advisor (RA), although assigned to a specific floor, is responsible for the well-being of all residents within their residence hall. The primary role of the RA is to assist residents in achieving their goals both personally and academically. The RA serves as a facilitator; encouraging cooperation and consideration within group-living environments and is expected to help build a community atmosphere by initiating and helping to organize floor and/or hall programs/activities. They serve as an informational resource concerning the Morehead State University campus, policies, organizations and the residence halls. Most importantly, the Resident Advisor is expected to be available within their assigned residence hall and specific floor. The Resident Advisor is expected to act as a positive role model within the Morehead State community.

Expectations and Responsibilities

The Resident Advisor is responsible for duties in the following areas:

Community Development

- Assist residents in adjusting to roommates, residence hall life and MSU.
- Is expected to be a role model and use appropriate behavior on/off campus.
- Is expected to effectively and appropriately mediate conflict(s) between residents/roommates.
- Maintains regular contact with residents on his/her floor and know them by name.
- Is knowledgeable of campus activities, organizations, resources and referral procedures and encourages student involvement.
- Establishes positive relationships with residents/staff.
- Maintains confidentiality when dealing with resident and staff information.

Programming and Activities

- Plans/implements diverse floor and hall programs/activities based on the needs of their floor and the hall according to programming requirements.
- Conduct a minimum of one (1) community development activity a month.
- Update bulletin boards and door name tags by the Friday of the first full week of each month.
- Support other staff/hall programs by attending when available.

Administrative Functions

- Be on-duty for their respective hall a minimum of one night per week, beginning at 7:00pm and ending at 7:00am. During this time, responsibilities include but are not limited to rounds (four (4) per night), interaction with students and staff if available, and assisting with problems/concerns. All duty nights require RAs to be in the building with signs posted (room number and on-campus phone number) and available to students at all times. Additional signs may need to be posted if the RA is not in their room.
- Provide weekend on-duty coverage within the residence hall on an average of one weekend per month. Weekend duty (Friday, Saturday and Sunday) consists of the same regulations as weeknight duty with needed breaks given during daytime hours (7:00am-7:00pm) by approval of on-call Student Life Coordinator.
- Attend and actively participate in fall and spring training, in-services, weekly Residence Hall staff meetings, special meetings, as well as any additional one-on-one meetings with supervisors.
- Complete any assigned front desk coverage hours.
- Will be available and participate with hall opening/closing for each term. Usually, the first to

arrive and the last to leave campus.

- Complete all administrative responsibilities by given deadline. RAs are required to check MSU email, room/cell phone voicemail, and RA mailbox on a daily basis. This includes but is not limited to: hanging flyers, handing out and collecting forms as instructed, distributing mail, and submitting work requests/room condition issues.
- Will assume responsibility for all equipment, supplies and resource materials issued in conjunction with the RA position.
- Informs direct supervisor of all activities and developments within the hall.

Crisis Management

- Is expected to know/understand proper safety procedures and carry these out as outlined in the RA handbook and University policy.
- Knows when to refer students and the proper procedures to do so.

Student Conduct

- Expected to enforce policies set forth in the MSU Eagle Handbook in a consistent and fair manner and confronts students when necessary.
- Document and report all disciplinary actions to his/her direct supervisor in a timely manner.
- Assist students in learning the impact of inappropriate behavior on fellow residence hall mates.

Personal Requirements

- Maintains a cumulative grade point average (GPA) of 2.25 or higher.
- Has lived on the campus of MSU within a residence hall for a minimum of one semester.
- Registered as a full-time student and maintains good standing with MSU.
- Must reside within and sleep within the assigned residence hall. Special circumstances must be cleared with direct supervisor.
- The RA position is considered primary above all others except academic work.
- Abide by all policies and regulations set forth in the MSU Eagle Handbook.
- Complete other duties as assigned by direct supervisor.

Professional Ethics

- Maintain confidentiality with students and staff when necessary.
- Uphold the guidelines, policies and procedures of this institution.
- Refrain from consuming any substances which hinder decision-making skills or job performance 24 hours **before/during** being on-duty and **all job-related** functions.
- Refrain from leaving guests/visitors unattended in a RA residence hall room.
- Appropriately represent Morehead State University in all situations **both on and off** campus.