

Application Packet for the
2021-2022
Academic Year

**Resident
Assistant**

RA Applications due to the Office of Residential Life & Housing
(Borromeo Hall 131) by:

Monday, March 1, 2021 by 4:30 PM
Incomplete and Late applications will not be processed

Carroll College
1601 N. Benton Ave.
Helena, Montana 59625



2021 – 2022 Resident Assistant Application

For your records, please keep pages 1-4

The information to be provided on the following pages will be essential in your overall evaluation as a candidate for Residential Life & Housing.

General Description

Resident Assistants (RA) are responsible for community development, administrative duties, and upholding university policies.

Requirements

To be considered for selection as a Resident Assistant you must:

- Be familiar with the programs and facilities at Carroll College and the surrounding community.
- 2.5 Grade Point Average at Carroll College.
- Completed the equivalent of two semesters of post-secondary education by end of spring semester 2021.
- Be enrolled as a student at Carroll College with a maximum of 18 credits per semester and a minimum of 12 credits per semester. More credits may be taken with the permission of the supervising Area Coordinator and the Director of Residence Life & Housing.

Compensation

Resident Assistants will receive a compensated room and stipend for the 2021-2022 academic year. ***Please be aware that the RA compensation may affect your current scholarships or financial aid and it is YOUR responsibility to check with financial aid prior to accepting the position, if offered.*** Failure to meet the terms of the RA contract can result in termination and loss of all compensation.

Communication: Email

The primary means of communication throughout this process will be through your Carroll **e-mail** address. Thus, it is of the utmost importance that all applicants check their Carroll e-mail account regularly.

Hiring & Selection Timeline

Tuesday, February 8, 2021	RA Applications Open
Monday, March 1, 2021 (4:30pm)	RA Applications Due to Borromeo Hall 131
Tuesday, March 3, 2021	Interview times emailed to applicants
Friday, March 5, 2021	Mandatory Group Interview (6-8pm)
Saturday/Sunday, March 6-7, 2021	Individual Interviews
Friday, March 12, 2021	Position offers sent (Carroll Email)
Friday, March 19, 2021	Statement of Acceptance due by 5:00pm

Requirements, if selected as a RA

All RAs are required to attend spring and fall training. A 2021-2022 RA meeting will be on Wednesday April 14, 2021 from 12:15- 1:15 PM, location TBD. Fall RA training begins Wednesday, August 11th, 2021 and goes through opening of the halls. RAs are expected to be at all training sessions. Spring RA training dates will be provided at a later time. For the 2021-2022 academic year, RAs will be employed from **August 11th, 2021 – May 14th, 2022**. Dates are based off of the current Carroll Academic calendar and are subject to change.

Dates of Employment: August 11, 2021-May 14, 2022

Fall RA training begins August 11, 2021 at 5pm. RAs may move back August 10, 2021 without charge. Employment ends May 14, 2022 at 12pm. RAs are expected to be present and assist with all critical dates.

Compensation: \$1,000.000 semester stipend to be issued over the course of 5 months; \$200 per month for a total value of \$2,000 per academic year. In addition to the monthly stipend, Resident Assistants (RAs) will receive free housing to equal the cost of their assigned building and room for the duration of their employment.

Position Description:

Carroll College Resident Assistants aid the department of Residential Life & Housing in supporting and fostering the holistic development of each resident through relationships, programming, and community accountability. The residential experience at Carroll College is based on the premise of respect for self and others within the Christian tradition. The RA has a responsibility as a member of the Residential Life & Housing staff to ensure and uphold the policies listed in the Student Handbook and community standards of Carroll College. This position requires a commitment of approximately 20 hours per week

Primary Duties:

Community Development

- Be available and a visible presence to residents; spend adequate time on your floor, and regularly interact with my hall/floor community
- Promote interaction among floor members to create an atmosphere for personal, academic, spiritual and social growth
- Host monthly floor meetings as requested by the Director of Residential Life & Housing to provide information and updates to your floor residents
- Create and maintain a positive atmosphere conducive to sleeping, studying and social interaction
- Work cooperatively with the other RAs, SRAs, and SBMs to meet the goals Residential Life & Housing has for student engagement within each residential community
- Communicate students of concern on your floor to your Area Coordinator in a timely and appropriate fashion
- Mediate conflicts between residents on your floor and communicate appropriately with your Area Coordinator. Refer conflicts you are unable to assist with to your direct supervisor in a timely manner
- Follow all procedures related to Title IX reporting
- Serve as a Campus Security Authority

Administrative

- Complete primary duties and assignments thoroughly, appropriately, and in a timely manner
- Be punctual and prepared for training sessions, staff meetings, and 1:1s
- Attend and engage in 1:1 weekly meeting with your Area Coordinator
- Complete RA weekly paperwork and submit to your Area Coordinator as directed by your direct supervisor
- Carry out on-call responsibilities, including scheduled coverage of weekdays, weekends, and holidays
- Complete the appropriate documentations of RA building rounds in the duty log in a professional and timely manner
- Communicate appropriately to your Area Coordinator any shift-change requests
- Attend weekly staff meeting and monthly all-staff meeting
- Check common spaces and public areas of assigned floor/area regularly to report maintenance needs

- Submit facility and maintenance requests appropriate and timely on behalf of your residents to facilities@carroll.edu
- Know and use emergency procedures and communicate all emergencies to the Area Coordinators/Director of Residential Life & Housing
- Make appropriate referrals of all individuals with problems beyond your capacity of handling
- Write Information Reports (IRs) clearly, in third-person, and submit in a timely manner. Incident reports must be documented correctly in eRezlife.
- Assist with departmental processes including hall opening and closing, RA selection, housing reapplication, departmental surveys, and other tasks scheduled with advance notice
- Assist with resident check-ins/outs, room inspections, roommate agreements, and associated paperwork
- Assume other responsibilities as designated by the Area Coordinators or Director of Residential Life & Housing

Programming

- RAs are expected to provide passive and active programs for residents based on the interests and needs of their floor communities. Programs must align with the monthly curriculum.
- RAs must complete 1 active program per month for a total of 4 active programs per semester.
 - Program proposals must be submitted in advance to Area Coordinators for approval
 - Budget for the program must be discussed prior to the event and must be approved by the Area Coordinator.
 - “Take-to” programming in coordination with other departments on campus are acceptable; RAs may also create their own program to host for their floor.
 - RAs will be assigned to assist in event planning, recruiting, and hosting with Student Activities as scheduled.
 - Advertisements for programs should be posted in an appropriate and timely manner.
 - RAs should document the number of participants who attended their program
 - RAs should complete an evaluation of their program with their Area Coordinator in a timely manner.
- RAs must complete 1 passive program per month for a total of 4 passive bulletin boards per semester. Bulletin boards should be posted the first of every month.
 - Bulletin boards must include educational information which aligns with the monthly curriculum.
- RAs must complete 2 door decorations for their floor residents per semester.
- Maintain an updated floor sociogram and communicate the needs of your residents to your Area Coordinator during weekly 1:1s.
- Hall themes must be approved by the Area Coordinators

Uphold the Policies in the Student Handbook and Carroll Code of Student Conduct

- Serve as a role model for residents and other staff. This includes upholding laws, policies, and procedures of the State of Montana, Carroll College and Residential Life & Housing staff
- Maintain a standard of conduct which is consistent with the established policies listed in the Carroll College Student Handbook
- Failure to adhere to policies listed in the Student Handbook may result in disciplinary action including but not limited to termination
- Violation of policies listed in the Student Handbook may result in conduct charges and sanctions in accordance with the Carroll College conduct protocol
- Serve as a role model for residents and other staff. This includes upholding laws, policies, and procedures of the State of Montana, Carroll College and Residential Life & Housing staff

Academic Responsibilities

- Maintain full time enrollment status as a Carroll College student
 - Credits must remain between 12-18 unless prior approval has been granted by the Director of Residential Life & Housing
- Maintain a minimum cumulative and semester GPA of 2.5
 - RAs who do not meet the minimum GPA requirement will be placed on probation and must complete an academic improvement plan with the Director of Residential Life & Housing and their Area Coordinator.
 - Failure to meet the terms of probation will result in termination

RA Application

Submit this application -attach your typed essay responses, reference sheet, and resume

Please complete all fields:

Gender: _____

Last Name First Name Middle Initial Student ID #

Cell Phone #: _____ Current Hall/Room: _____

Email: _____@carroll.edu Mailbox #: _____

Address if currently off-campus: _____

Current Year at Carroll: 4th year or above 3rd year 2nd year 1st year

Major: _____ Expected Graduation Date: _____

Last Semester GPA: _____ Cumulative GPA: _____

Will you be student teaching, in an internship or holding an outside job for the Academic Year 2021-2022? Yes No
If Yes, Please specify where, when, and how much time you would be involved in the commitment.

Essay Questions

Please answer the following questions in a typed format and submit them with the application (500 word max.).

1. Describe the skills and attributes you bring to the Resident Assistant position and the skills and experiences you want to gain from the position.
2. Describe your experience working with people who are different from yourself, perhaps as a student leader or with a peer group. How might this translate to the Resident Assistant position?
3. Describe the best floor/building program you have attended. What went well and what could have been improved?

Letter to Future Residents

Please compose a letter to incoming residents. Your letter should not be longer than one page. The introduction letter to your future residents welcoming them to the community should include:

- An introduction of yourself
- An explanation of your role as an RA
- The attitudes, behaviors, and relationships you hope to see develop in your community
- Other information to welcome residents to the community.

References

Please list three professional references, do not list family or friends

Reference 1:

Name: _____ Phone: _____

Relationship: _____ Title: _____

E-mail Address: _____

Reference 2:

Name: _____ Phone: _____

Relationship: _____ Title: _____

E-mail Address: _____

Reference 3:

Name: _____ Phone: _____

Relationship: _____ Title: _____

E-mail Address: _____

Current Resident Assistant:

Name: _____

SIGNATURE

I have read and understand the position requirements.

I understand that RAs must maintain cumulative AND semester grade point averages of 2.50 or higher. If an RA fails to do so, he or she may be removed from their position. Additionally, if you are offered an RA position and then have below a 2.5 grade point average this semester, your offer may be revoked.

My signature authorizes the Residential Life & Housing Office to verify application information including contact with other campus offices, confirmation of references, and use of electronic records.

The information on this application is true and correct to the best of my knowledge. I understand that submitting any false information on the application materials could void my application.

SIGNATURE: _____

DATE: _____