Application Packet for the
2020-2021
Academic Year

Resident Assistant

Applications due to the Office of Residential Life & Housing by:

Monday, February 10, 2020 by 5:00 PM

Carroll College
1601 N. Benton Ave.
Helena, Montana 59625
Why be an RA?

1. You get to play a crucial role in building community on Carroll's campus.

2. You get to help other students navigate their college experience.

3. You get to work on improving your leadership skills which you can bring with you for the rest of your life.

4. You can learn so much about yourself and others through working in a position like this.

5. You can become a better version of yourself.

Other Incentives...

1. It is noteworthy on a resume.

2. There is great satisfaction in helping others.

3. This position prepares you for so many things.

4. Your room is covered and you get paid a stipend, too.
2020 – 2021 Resident Assistant Application

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 conduct.

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.
- Have a grade point average of at least 2.5/4.0 at Carroll College.
- Completed the equivalent of two semesters of post-secondary education by end of spring semester.
- 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 room and stipend for the 2020-2021 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.

Resident Assistant Selection Timeline

Tuesday, January 21st:  Applications are available

Monday, February 10th:  Applications are due by 5:00 PM to studentlife@carroll.edu or paper copies turned to the Student Life Office (Borromeo Hall 131)

Tuesday, February 11th:  Interview times emailed to Applicants

Thursday, February 13th:  Group Interview Day (12:00-1:30PM)

Saturday, February 15th & 22nd:  Individual Interviews (All Day 15th, 22nd if necessary)

Friday, February 28th:  Positions offered (via Email Letter)

Friday, March 6th:  Statements of acceptance/commitment due by 5:00pm

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.

Requirements, if selected as a RA
All RAs are required to attend spring and fall training. A 2020-2021 RA meeting will be on Tuesday, April 28th, 2020 from 12:15- 1:15 PM, location TBD. Fall RA training starts August 14th, 2020 and goes through opening of the halls. RAs are expected to be at all training sessions. Spring RA training starts January 13th, 2020 and goes through the opening of the halls. For the 2020-2021 academic year, RAs will be employed from August 14th, 2020 – May 16th, 2021.
SUPERVISOR: Area Coordinator of Residential Life & Housing

RESPONSIBLE FOR: nurturing community within Residence Halls (Approximately 30-55 residents)

PURPOSE OF POSITION:

The Resident Assistant aids the department of Residence Life & Housing in promoting the holistic development of each resident. This growth 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 and community standards of Carroll College. This position requires a commitment of approximately 20 hours per week.

PRIMARY DUTIES:

Community Development

- Promote interaction among floor members in order to create an atmosphere for personal, academic, spiritual and social growth.
  - Provide programs for residents based on a programming curriculum. Specific program information will be explained during training.
  - Create a positive atmosphere conducive to sleeping, studying and social interaction.
  - Maintain a standard of conduct which is consistent with the established policies and practices of the college.
- Collaborate with campus organizations in helping to create, promote, and support activities that are beneficial to the students.
- Work cooperatively with the other RAs to meet the Residential Life goals for student engagement within each Residence hall

Administration

- Submit facilities and maintenance requests. Inform the supervising Area Coordinator (AC) of all health incidents, breaches of policies/code of conduct as well as any information pertinent to the well-being and growth of the residents including facilities management.
- Disseminate relevant information or items of concern to hall residents.
  - Conduct floor meetings as needed throughout the year (at least twice a semester).
  - Regularly update bulletin boards and door decorations as needed.
- Assist in the operation of the residence hall.
  - RAs assist with certain events such as Housing Sign Ups, RA Selection, and busy weekends such as Halloween, Homecoming and Softball Weekend, and are available in the hall.
  - RAs will have to participate in a holiday duty rotation during one of the following periods: Fall Break, Thanksgiving, Spring Break or Easter weekend.
  - RAs serve on duty according to the schedule made during semester trainings (including 24-hour duty on weekends), maintain desk shifts, and assist in coverage of floors where an RA is absent.
  - Be available to residents; act as a resource for all residents and report up when necessary
- RAs will remain on campus until residence halls close and room checks are complete, and return the night before residence halls re-open.
  - Participate in all staff meetings and departmental events as required by the contract.
  - RAs are expected to keep Tuesdays from 5pm – 7pm available in their calendar for weekly staff meetings.

Conduct

- Strive to grow into and live up to the ideals of the Carroll College Mission Statement.
- Uphold and educate the community standards and policies of the college as a whole as expressed in the Student Handbook, Carroll College Catalog, and the RA Manual, as well as local, state, and federal law.
Terms of Employment

Work Agreement Period: The Resident Assistant (RA) contract period is for one full academic year. The RAs are expected to be present and participate in Student Staff Training on August 14th prior to the beginning of Fall Semester and stay until 5pm on the Friday after finals week for Fall Semester. The RAs will return on January 13th by 5pm before classes begin to participate in Spring Training and stay until the Sunday at 5pm after finals week for Spring Semester. For the 2020-2021 academic year, RAs will be employed from August 14th, 2020 – May 16th, 2021. Employment will be inclusive of the above dates with the exception of those periods approved by the Director of Residential Life & Housing.

Compensation: RAs will receive a monthly stipend of $200 for the work performed during the contract period. In addition to a monetary stipend, RAs will be given a single room for the use of their duties and personal needs throughout their employment.

Eligibility: RAs must be enrolled as full-time Carroll College students (12 credits), but limit their course work to a maximum of 18 credit hours. RAs may only take fewer than 12 credit hours or more than 18 credit hours with prior written approval from the supervising Area Coordinator and Director of Residential Life & Housing. Additionally, RAs must maintain cumulative AND semester grade point averages of 2.50 or higher.

Time Commitments: The RA’s work week is designed as an average of 20 hours per work week. The RAs are expected to understand that work in residence halls is not easily translated into hours worked per day or per week. Emergencies cannot be anticipated.
RA Application

Please complete all fields:

Gender: __________________________

Last Name  First Name  Middle Initial  Student ID #

Home Phone #: ____________________  Cell Phone #: ____________________

Current Hall/Room: ____________________  Email: ____________________@carroll.edu

Mailbox #: ____________________  Date of Birth: ____________________

Address if currently off-campus:

________________________________________________________________________________

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

Major: ____________________  Expected Graduation Date: ____________________

Last Semester GPA: ____________________  Cumulative GPA: ____________________

Please choose one of the following:

_____ I am applying for a RA position for the 2020-2021 academic year.

_____ I am applying for a SRA position for the 2020-2021 academic year (Must be a current RA).

_____ I am applying for a SBM position for the 2020-2021 academic year (Must be a current RA).

If applying for the position, but not available for the whole year please explain:

________________________________________________________________________________

PERSONAL INFORMATION

1. Will you be student teaching, in an internship or holding an outside job for the Academic Year 2020-2021? Yes  No  If Yes, Please specify where, when, and how much time you would be involved in the commitment.

________________________________________________________________________________

2. Total semesters lived in the residence halls by the end of Spring 2020. ____________________

3. List all activities/leadership positions in which you have participated in during college (or high school if you have no applicable college experience) and list your prior work experience (or attach a resume with this information to the application).

a. ____________________

b. ____________________
4. List all extracurricular commitments you hope to keep and/or add next year and approximate weekly time commitment (e.g. sports, theater, internships, music, student teaching, work hours, student organizations, etc.).

a. ______________________________________________________
   b. ______________________________________________________
   c. ______________________________________________________
   d. ______________________________________________________
   e. ______________________________________________________

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 people you have asked to prepare references.

- The first must be a College employee (but cannot be a Residential Life & Housing Staff).
- The second reference should be a professional (non-student) either within or from outside the college who can highlight your ability to relate to others.
- The third must one of your peers that is currently in a position of leadership on campus. Examples are listed below.

The application WILL NOT be considered complete until these references are received. Completed references can be emailed directly to Residential Life & Housing at studentlife@carroll.edu or turned into the Office of Residential Life & Housing, Borromeo Hall 131.
Reference 1: Carroll College Employee:

Name: ___________________________ Phone: ______________________

Relationship: ________________ Title: ____________________________

E-mail Address: _______________________________________

Reference 2: Professional within or from outside the College:

Name: ___________________________ Phone: ______________________

Relationship: ________________ Title: ____________________________

E-mail Address: _______________________________________

Reference 3: A Peer in a Leadership position (RA, PM, ASCC member, Club Representative/President):

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: __________________
The purpose of this form is to assist the selection committee in evaluating applicants for the Resident Assistant position. The primary responsibility of the position is facilitating community development among a group of residential students. Your candid evaluation of the applicant, based upon your experience with her/him, serves as an important part of the selection process. Please complete the form as completely and honestly as possible. If you are unable to answer a question, please write “N/A.” Please return the form to the Carroll College Student Life Office by Monday February 10th, 2020 or email it to studentlife@carroll.edu.

Applicant’s Name: ____________________________ Date: ____________________

Perceptions of Applicant – please check your perceptions of the applicant.

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<tbody>
<tr>
<td>1. Responsibility</td>
<td>□ Excellent</td>
<td>□ Good</td>
<td>□ Average</td>
<td>□ Poor</td>
<td>□ Excellent</td>
<td>□ Good</td>
<td>□ Average</td>
<td>□ Poor</td>
<td>□ Excellent</td>
<td>□ Good</td>
<td>□ Average</td>
<td>□ Poor</td>
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<td></td>
<td>diligently follows through on tasks</td>
<td>follows through on tasks</td>
<td>usually follows through on tasks</td>
<td>follows through when convenient</td>
<td>consistently trustworthy</td>
<td>generally honest and true</td>
<td>may stretch the truth</td>
<td>questionable</td>
<td>articulates in all groups</td>
<td>usually gets thoughts across</td>
<td>hesitant to communicate</td>
<td>difficulty articulating thoughts</td>
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<td>2. Work Ethic</td>
<td>□ Excellent</td>
<td>□ Good</td>
<td>□ Average</td>
<td>□ Poor</td>
<td>□ Excellent</td>
<td>□ Good</td>
<td>□ Average</td>
<td>□ Poor</td>
<td>□ Excellent</td>
<td>□ Good</td>
<td>□ Average</td>
<td>□ Poor</td>
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<td></td>
<td>puts forth the extra effort</td>
<td>will put in a fair day’s work</td>
<td>works enough to get by</td>
<td>works below minimum expected</td>
<td>will look for things to do</td>
<td>effectively motivated</td>
<td>will do the obvious</td>
<td>needs to be told what to do</td>
<td>balances all commitments</td>
<td>generally balances commitments</td>
<td>difficulty balancing commitments</td>
<td>unable to balance commitments</td>
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<td>3. Leadership</td>
<td>□ Excellent</td>
<td>□ Good</td>
<td>□ Average</td>
<td>□ Poor</td>
<td>□ Excellent</td>
<td>□ Good</td>
<td>□ Average</td>
<td>□ Poor</td>
<td>□ Excellent</td>
<td>□ Good</td>
<td>□ Average</td>
<td>□ Poor</td>
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<td></td>
<td>a leader of leaders</td>
<td>contributes positively</td>
<td>usually well balanced</td>
<td>__ passive; __ negative influence</td>
<td>highly self-motivated</td>
<td>effectively motivated</td>
<td>will do the obvious</td>
<td>needs to be told what to do</td>
<td>balances all commitments</td>
<td>generally balances commitments</td>
<td>difficulty balancing commitments</td>
<td>unable to balance commitments</td>
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<td>4. Attitude</td>
<td>□ Excellent</td>
<td>□ Good</td>
<td>□ Average</td>
<td>□ Poor</td>
<td>□ Excellent</td>
<td>□ Good</td>
<td>□ Average</td>
<td>□ Poor</td>
<td>□ Excellent</td>
<td>□ Good</td>
<td>□ Average</td>
<td>□ Poor</td>
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<td></td>
<td>consistently has positive attitude</td>
<td>usually displays positive attitude</td>
<td>occasionally has negative attitude</td>
<td>frequently has negative attitude</td>
<td>will look for things to do</td>
<td>usually purposeful</td>
<td>will do the obvious</td>
<td>needs to be told what to do</td>
<td>balances all commitments</td>
<td>generally balances commitments</td>
<td>difficulty balancing commitments</td>
<td>unable to balance commitments</td>
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<td>5. Judgment</td>
<td>□ Excellent</td>
<td>□ Good</td>
<td>□ Average</td>
<td>□ Poor</td>
<td>□ Excellent</td>
<td>□ Good</td>
<td>□ Average</td>
<td>□ Poor</td>
<td>□ Excellent</td>
<td>□ Good</td>
<td>□ Average</td>
<td>□ Poor</td>
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<td></td>
<td>consistently makes wise decisions</td>
<td>makes good decisions</td>
<td>makes fair decisions</td>
<td>__ hasty decisions; __ indecisive</td>
<td>balances all commitments</td>
<td>generally balances commitments</td>
<td>difficulty balancing commitments</td>
<td>unable to balance commitments</td>
<td>outstanding group member</td>
<td>contributes positively in a group</td>
<td>usually contributes positively</td>
<td>difficulty working in a group</td>
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<td>6. Cooperation</td>
<td>□ Excellent</td>
<td>□ Good</td>
<td>□ Average</td>
<td>□ Poor</td>
<td>□ Excellent</td>
<td>□ Good</td>
<td>□ Average</td>
<td>□ Poor</td>
<td>□ Excellent</td>
<td>□ Good</td>
<td>□ Average</td>
<td>□ Poor</td>
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<td></td>
<td>always willing to help others</td>
<td>generally concerned for others</td>
<td>cooperates when convenient</td>
<td>difficult to work with</td>
<td>outstanding group member</td>
<td>contributes positively in a group</td>
<td>usually contributes positively</td>
<td>difficulty working in a group</td>
<td>consistently makes wise decisions</td>
<td>makes good decisions</td>
<td>makes fair decisions</td>
<td>__ hasty decisions; __ indecisive</td>
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N/A
In what capacity and for how long have you known this applicant?

What impresses you about this applicant?

What might be some areas of improvement for this candidate’s performance in the Resident Advisor position?

Any additional information about the candidate you would like us to know about?

I would:

_______ Recommend the applicant for this position
_______ Recommend the applicant with reservations for this position
_______ Would not recommend the applicant for this position

Signature: _____________________________ Date: _____________________________

Print Name: __________________________ Title: ______________________________

E-mail address _________________________ Phone Number ____________________