



Viterbo University

**RESIDENT ASSISTANT
APPLICATION
2012-2013**

Thank you for your interest in the Resident Assistant position. We consider Resident Assistants to be among the most important leaders on campus. Consequently, the selection process is extensive in order to choose the most qualified and enthusiastic students for these positions. The process is designed to be an educational experience. We want to learn as much about you as possible, and we want you to learn about Residence Life at Viterbo University.

Included in the application packet are the RA application, RA position description and 3 reference forms. Before you submit the application, please be sure that you have completed all items to the best of your ability. **The application and reference forms must be returned to the Office of Residence Life by Friday, January 27th, at 4:00pm.** If you have questions concerning the application process, please direct them to the Office of Residence Life at 796-3116. Thank you again for the interest you have shown in applying for a Resident Assistant position. We hope the selection process will be a worthwhile experience for you.

Good Luck!

IMPORTANT DATES FOR THE SELECTION PROCESS

Applications Available	December 5, 2011 (Office of Residence Life)
Information Meetings	January. 18 and 19 @ 7:30 pm (Hawk's Nest)
RA Applications Due	Friday, January 27th at 4:00pm (Office of Residence Life)
Interview Sign-Up	February 2012
Returning RA Presentations	January 30-February 2, 2012
New R.A. Interviews	February 6-9, 2012
RA Selection Notifications	February 13, 2012 (Mailbox Notification)
Notify ORL of Offer Acceptance or Decline By	12:00 p.m., February 17, 2012

Resident Assistant Job Description

Qualifications

Be a Viterbo full time (12 credits or more) undergraduate student enrolled for the spring of 2012
Possess at least a 2.5 cumulative GPA at the time of application, start date, and during employment
Have on-campus living experience for at least one semester
Commit to fulfill position for one academic year

General Responsibilities

The Resident Assistant (RA) is a key member of the Residence Life staff. As a front line paraprofessional, it is the RA's responsibility, under the direction of the Director and Assistant Director of Residence Life and Community Coordinator, to assist student residents, serve as a resource person, plan and implement programs, interpret and enforce policies, assist with facility and room change issues, positively represent the department and University, and (most of all) be a key facilitator of community building for his/her area. The RA position is generally the principle nonacademic activity for the student.

Applicants selected for the RA position must return to campus early to attend training in August and January. RAs must also remain on campus after other students at the beginning of winter and spring breaks and end of the year, for hall closing and checkouts. RAs must be available throughout the academic year for weekly meetings, in-services, and programs each month.

Specific Duties

Know the names and housing assignments of all residents
Be available and maintain contact with all residents in the living area
Maintain frequent contact with other Residence Life staff members
Attend all training and in-service workshops
Conduct regularly scheduled floor meetings
Report maintenance concerns for floor or hall as needed
Report physical or mental illness/emergencies to the campus nurse and Residence Life professional staff
Assist in the functions of the Student Union desk
Direct and refer students to the proper campus resources
Enforce University policies and inform residents of implications and consequences of behavior
Perform a variety of administrative duties (check-ins/outs, surveys, work orders, information distribution)
Participate in a Residence Life committee, such as Staff Training, Staff Social, or RA Sustainability Committee
Be visible at major campus activities and remain on campus 2 weekends per month
Recognize and socialize with your residents in social and community development activities
Plan and organize community builders designated by Residence Life Professional Staff to promote community development, personal development and a learning and living community
Assist in safety and security through security rounds, weekly on-call nights, and responding to crisis
Respond to resident needs as an academic, emotional, and personal support person

Benefits

The RA position provides a significant learning experience for students. It provides experience in leadership training, organization and communication. Quality personal and professional development is provided through extensive workshops, in-services, leadership conferences, and hands-on experience working with a team. Most importantly, the RA position provides development of skills transferable to any career or leadership position. This opportunity is a great resume builder and wonderful opportunity to grow and learn.

Financial benefits include room and board (14 meal plan) at no cost. The intention of the Office of Residence Life is to provide each RA with a private room, depending upon availability and housing demand. Single rooms are a priority for RAs over any other student once overflow has been eliminated. The room and board benefit is considered a scholarship as part of the financial aid package. Each applicant should check with the Financial Aid Office to determine how the position would impact his/her financial aid package.

RA Application Questions

Please answer these questions on a separate sheet of paper and attach to your application.

1. Please state why you want to be an RA.
2. What qualities are important for an RA to possess?
3. What do you enjoy most about living on campus?
4. Describe a difficult situation you have encountered in your living environment and how you handled it.
5. How many credits do you plan to take fall semester? What other commitments do you plan to be involved in during the upcoming year? List your current priorities in order of importance (i.e. 1. Athletics, 2. Academics, 3. Clubs, 4. Job, etc.).
6. Have three references completely fill out one of the attached reference forms and send to Dodie Marriott, Office of Residence Life, 900 Viterbo Drive, La Crosse, WI 54601 by January 27, 2012, at 4:00 pm. Suggested references are:
 1. Residence Life staff member (RA or Residence Life professional staff member)
 2. Viterbo University faculty, staff, or administrator
 3. Current or recent employer (on or off campus)

Please list your 3 references:

Name	Address	Position
1.	_____	_____
2.	_____	_____
3.	_____	_____

Office Use
Date Rec. _____
Signature _____

APPLICATION FOR RESIDENT ASSISTANT

(Please type or print clearly)

NAME _____ MALE / FEMALE

CURRENT ADDRESS _____ LOCAL PHONE # _____

CAMPUS EMAIL ADDRESS _____

PERMANENT ADDRESS _____

PERMANENT PHONE NUMBER _____

PRESENT CLASSIFICATION: FRESHMAN SOPHOMORE JUNIOR SENIOR

MAJOR _____ ANTICIPATED GRADUATION DATE _____

CUMMULATIVE GPA _____ LAST SEMESTER GPA _____

ANTICIPATED YEAR OF PROFESSIONAL SEMESTER (if applicable) _____

(Student Teaching, internship, practicum, etc.)

Each Resident Assistant must currently have a 2.5 cumulative grade point average to be considered. After hiring, the 2.5 cumulative GPA must be maintained at all times.

By completing my application and signing below, I hereby waive my right of access to the confidential statements on the **Resident Assistant Recommendation Forms** submitted to the Residence Life Staff in reference to my application for a Resident Assistant position.

My signature also verifies my understanding of the above policies and authorizes professional Residence Life staff to collect my reference forms and verify my cumulative and semester grade point average with the Registrar's Office.

Signature _____ Date _____

NOTE: COMPLETED APPLICATION AND REFERENCE FORMS ARE TO BE SUBMITTED TO THE OFFICE OF RESIDENCE LIFE BY FRIDAY, JANUARY 27, 2012, AT 4:00 PM.

**VITERBO UNIVERSITY
RESIDENT ASSISTANT RECOMMENDATION FORM
(CONFIDENTIAL-CANDIDATE WILL NOT SEE RECOMMENDATION)**

(NAME) _____ has applied for a position as a Resident Assistant at Viterbo University for the 2012-2013 academic year. In this capacity, she/he will be responsible for creating an atmosphere of respect and community. She/he will provide opportunities for recreational, social, and cultural development for approximately 40 students living on a floor in one of our residence halls or apartments. As a Resident Assistant, this person will be expected to develop community-building and learning programs throughout the semester, enforce University policies, be a helper and listener to residents in need, and have the ability to make good decisions and respond to crisis situations. The purpose of this recommendation form is to get a sense of the candidate's potential for the Resident Assistant position. Your honest and confidential appraisal of the applicant is appreciated and will help us determine the quality potential candidates. If you have any questions, please call the Office of Residence Life at (608) 796-3116.

NOTE: The following statement appears on the Resident Assistant application. *"By completing my application for the RA position and signing below, I hereby waive my right of access to the confidential statements on my completed Resident Assistant Recommendation Forms submitted to the Residence Life Staff in reference to my application for a resident assistant position."*

High	Medium	Low	Unable to Rate						
5	4	3	2	1	U				
				5	4	3	2	1	U
				5	4	3	2	1	U
				5	4	3	2	1	U
				5	4	3	2	1	U
				5	4	3	2	1	U
				5	4	3	2	1	U

OVERALL RECOMMENDATION:

(Please circle)

Highly Recommend Recommend Recommend with Reservations Do Not Recommend

Additional comments are welcome regarding personal qualities of the candidate that you may feel are pertinent to our assessment of Resident Assistant potential:

Signature of Reference: _____ Title/Position: _____

Company/School: _____ How long have you known the applicant? _____

Please return to the following address by Friday, January 27, 2012:

**Office of Residence Life
900 Viterbo Drive
La Crosse, WI 54601**

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5	4	3	2	1	U					
Peer leadership ability					5	4	3	2	1	U
Observed maturity and stability					5	4	3	2	1	U
Responsibility and dependability					5	4	3	2	1	U
Positive attitude, energy, and influence on others					5	4	3	2	1	U
Good common sense and judgment in making decisions					5	4	3	2	1	U
Ability to relate and communicate well with peers, students, or staff					5	4	3	2	1	U
Support for Viterbo residence hall policies and the department					5	4	3	2	1	U

OVERALL RECOMMENDATION:

(Please circle)

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