

Presby Hall Resident Advisor Application Timeline

Informational Session

The current RA's will answer questions pertaining to the position of Resident Advisor at Presby Hall.

Monday, November 10 th	Presby Hall – Front Office	7:00-8:00 pm
Tuesday, November 11 th	Presby Hall – Front Office	7:00-8:00 pm
Wednesday, November 12 th	Presby Hall – Front Office	7:00-8:00 pm

The Selection Process

November 21st, 2008

Applications are due at the Front Desk of Presby Hall by 5 pm. (All application materials should be placed in a folder with your name and email clearly marked on the front of the folder.)

December 2nd, 2008

1st Notification

The list will be posted on the bulletin board outside of the front desk after 2 pm. This posting will inform you if you have successfully moved on to the next phase of the process.

Monday, December 8th & Tuesday December 9th, 2008

Group Interviews

All candidates will be evaluated by current Resident Advisor – takes place in The Second Floor Study Lounge.

December 21st, 2008

2nd Notification

You will be contacted by email to inform you if you have successfully moved to the next phase of the process.

Week of January 21st, 2008

Candidate Interviews

You will be interviewed by the Resident Director, Assistant General Manager, and General Manager.

February 7th, 2008

Final Notification

You will be informed by email if you have been offered the position as a Resident Assistant.

Any questions? Email the Resident Director, Moe Haswah at presbyrdmoeh@gmail.com

Residential Life / University Housing - University of Illinois at Urbana-Champaign

RA Job Description 2009- 2010

The Resident Advisor assumes an active leadership role in developing and maintaining a positive community environment within the residence halls. He or she serves as a role model and resource person in assisting students in their education, personal growth, and sense of belonging in the residence hall community and at the University of Illinois. Throughout the selection process, successful candidates must demonstrate an understanding of the RA position, effective communication skills, leadership potential, a desire to work with and learn from people from all different backgrounds, a willingness to accept responsibilities, and a sincere interest in working with their fellow students. The job is estimated at approximately 20 hours per week of work, but fluctuates based on the needs of the floor or hall residents.

STUDENT INTERACTION

- Serves as a role model.
- Develops positive relationships with all residents on floor and knows them on a personal level.
- Serves as an advocate and ally for all students in the community.
- Encourages cross-cultural interactions among residents.
- Intentionally works toward social justice while carrying out job roles and responsibilities.
- Maintains availability to residents on a daily basis and maximizes availability to assist students during opening, New Student Week, the first 6 weeks of the semester, final examinations, closing periods and other times as needed.
- Fosters a floor environment conducive to learning and academic success.
- Identifies and offers assistance to students who have personal, academic, health, or other concerns.
- Refers students as needed to appropriate professionals.
- Is knowledgeable about and encourages residents to utilize campus and community resources.
- Preserves the confidentiality of personal interactions and students when appropriate.

COMMUNITY DEVELOPMENT

- Commits to developing a community that is safe, open, and supportive for a diverse student population.
- Assumes a leadership role in developing a sense of responsibility among the community and fostering consideration for the rights and freedoms of others.
- Addresses the needs of underrepresented and special interest groups and works with paraprofessional and professional staff and campus resources to plan strategies to incorporate these students into the floor, hall, and university communities.
- Fosters respect and responsibility for the facilities and furnishings in the halls.
- Assesses the diverse needs of residents and provides educational, social, cultural, and recreational programs and opportunities to meet individual and community needs.
- Assists students in the development of educational, social, cultural, and recreational programming.
- Enforces hall policies and maintains standards of community behavior. "Carefronts" inappropriate behavior, prejudices, and negative attitudes, and documents incidents as necessary.
- Assists roommates and floor mates in resolving conflict.
- Provides information, support, and guidance to floor members.
- Encourages residents to take on leadership positions and provides ongoing leadership development opportunities for them.
- Helps floor leaders and concerned residents understand their roles and advises them on programming policies, procedures, budgets, and timelines to carry out their plans or to address their concerns.
- Participates in floor, hall and area/neighborhood activities and encourages residents to do so.
- Learns to develop language and skills to notice and comment on student behavior for good of community.

COMMUNICATION/STAFF

- Works under the direct supervision of a Residence Hall Director. Keeps the RD regularly informed of activities, interactions, and issues on their floor.
- Works cooperatively with other paraprofessional staff, professional staff, and support staff.
- Demonstrates the importance of teamwork and has developed effective relationships with other staff.
- Demonstrates and role models a positive attitude and commitment toward the position, the Presby Hall community, University Certified Housing, and the McKinley Foundation.
- Participates in developing cross-cultural communication skills through ongoing training and development.

ADMINISTRATIVE RESPONSIBILITIES

- Completes reports and standardized forms as requested/specified by the Residence Hall Director.

- Is dependable and thorough in carrying out assignments and administrative tasks.
- Carries out duty responsibilities and procedures as instructed during regularly assigned evening and weekend hours.
- Performs tasks associated with opening and closing residence halls.
- Upholds and role models residence hall and University policies.
- Responds in the event of health and safety crisis, and other emergencies or significant campus events.
- Demonstrates knowledge of and follows proper procedures.
- Participates in staff selection processes throughout the year, including RA Selection in the Fall 2007 semester.
- Actively participates in ongoing staff training and development programs.
- Performs other duties as assigned.
- Meets expectations as set by RD and Property Manager.

RA Job Benefits

- Leadership experience. Serving as a role model, mentoring students through their college experience, coordinating activities, handling emergencies, engaging in challenging and stimulating dialogue, and having overall responsibility on a floor community of approximately 45 students.
- Workplace skills. Improvement of many transferable skills, useful in any career. Examples include: communication, interpersonal relations, organizational, assertiveness, programming, critical thinking, and crisis management.
- Cross Cultural Competence. Exposure to a diverse and dynamic working and living environment. Enhanced skills in communicating, working with, and understanding people different from you.
- Financial Benefit. Room and monthly stipend paid over 9 months.

RA Job Requirements for Candidacy & Employment

MINIMUM QUALIFICATIONS

Minimum cumulative grade point average of 2.3 for undergraduates and 3.0 for graduate students. These requirements are enforced at the time of application (except for Freshmen), the completion of the Fall semester, and the completion of the Spring semester prior to employment. Newly selected candidates will forfeit their positions if minimum grade requirements are not met. Candidates, not Residential Life, are responsible for monitoring any incomplete academic work or grade changes that might affect employment status.

Consider applying for a Resident Advisor if you meet these requirements now:

- You possess a minimum cumulative GPA average of 2.3 undergraduate students (2.3 Freshmen by completion of Fall 2007 semester), 3.0 for graduate students.
- You are in good conduct standing. You may not be on active “censure” or a sanction more severe.
- You are in good standing as a UIUC student employee.
- You can demonstrate effective communication skills, both written and oral.
- You have leadership potential.
- You show an outward desire to work with and learn from people from all different backgrounds.
- You are willing to accept and follow through with responsibility.
- You have a sincere interest in working with fellow students.

Required at time of appointment:

- Maintained required minimum cumulative GPA average of 2.3 for undergraduates and 3.0 for graduate students
- Full-time student at the University of Illinois at Urbana-Champaign at the time of appointment.
- Completion of 30 hours of college credit at the time of appointment. (First semester freshmen may not be hired for a mid- year position).
- Minimum of two semesters at a college or university, with strong preference given to students with at least one semester at the University of Illinois at Urbana-Champaign.
- Minimum of two semesters of organized group living experience (University of Illinois Residence Hall preferred).
- Ability to participate in all Training and Development programs, including weekly staff meetings.

Personal Statement Section

- I. Please submit a resume. This resume should emphasize your educational aspirations, jobs, or extracurricular activities that make you qualified for the position. Candidates submitting more than one page will be penalized in the selection process.

***For questions II – V, submit no more than two pages total.**

- II. What do you feel is the role of a Resident Assistant? What do you feel are the qualities that a good Resident Assistant should possess?
- III. Why are you applying to be an RA at Presby Hall rather than another University residence hall?
- IV. What motivations are you driven by to be a successful RA?
- V. What do you believe are the most pressing problems facing students in Residence Life? How could you, as a Resident Assistant, help address at least two of these problems?

***For questions VI – VII, do not submit more than two pages (1 per question)**

- VI. In what ways have you been a positive and active member of your community (i.e. your residence hall or other living experiences)? Please give at least 2 concrete examples to support your response. And, what elements of your community experience would you transfer to your role as an RA?
- VII. Students come from a variety of backgrounds and life experiences. In your role as a community builder/RA, how would you create an inclusive (welcoming & safe to all) environment where all residents feel comfortable and invited to participate in the community? What challenges and opportunities may present themselves as you bring together students from different backgrounds?

***Supplemental Information**

- VIII. Please submit a symbolic representation of yourself. Be creative as you wish. This has no boundaries, and could be something as simple as a drawing or collage. This will serve as indication of what qualities you possess.
- IX. What academic and external commitments do you have in the Fall/Spring Semester of 2009/2010? Summer Semester 2009?
- X. Two references must be completed. Reference sheets are below.

Please return all necessary material in a folder with your name, email address, graduation year, and primary phone number on the front of the folder.

Presby Hall

Recommendation for Resident Advisor (RA) 2009-2010

Candidate Information:

First Name: _____ Last Name: _____

References from friends and/or individuals who have not worked directly with you do not offer much concrete evidence of your skills are discouraged. References should be willing to evaluate your ability to work with peers, communication skills, sense of responsibility, judgment, cooperation, flexibility and other characteristics related to the position.

The above named applicant retains right of access to this document unless s/he has signed the waiver that follows: I hereby waive all rights of access to this document which is to be included in my Resident Advisor application file.

Signature of Applicant - Date _____

INSTRUCTIONS FOR REFERENCE

You have been chosen to be a reference for the above listed student who is applying for a Resident Advisor (RA) position.

Please complete this REQUIRED form, place it in a sealed envelope, and sign across the seal. Please return the envelope to the applicant. Applicants must turn in this completed reference form with their application by the 5pm deadline on November 21, 2008.

Name of Reference: _____ Institution or Business: _____

How long have you known the candidate? _____ Relationship to Candidate: _____

I know this candidate: _ Very Well _ Well _ Fairly Well _ Casually _ Not Well

Please circle the TOP FIVE attributes listed below that you have observed this applicant demonstrate in their work or interactions with you.

Adaptable	Organized	Excellent Communicator
Team player	Reliable	Cooperative
Quick Thinker	Calm under Pressure	Positive Attitude
Open to Feedback	Self-Aware	Ethical
Good Group Member	Role Model	Embraces Diversity
Mature	Innovative	Creative
Approachable	Advocate for Social Justice	Trustworthy
Resolves Conflict	Confident	Critical Thinker
Appropriately Flexible	Peer Advisor	Willing to Learn
Articulate	Good Listener	Outgoing
Caring	Manages Stress Well	Passionate
Seeks Growth Opportunities	Consistent Perseverance	Reliable
Patient	Responsible	Sympathetic

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