

STEP INTO THE SPOTLIGHT

Apply to be an RA!



**Resident Adviser Selection
Application Packet
Fall 2012**

CLARK UNIVERSITY
Office of Residential Life and Housing

FALL 2012 RESIDENT ADVISER SELECTION

Thank you for your interest in applying for a Resident Adviser position at Clark University. We believe that being a Resident Adviser is one of the most challenging and rewarding experiences that Clark can offer you.

The information contained in this packet will allow you to think critically about the Resident Adviser position and prepare for the application process. If you should have any further questions, please do not hesitate to contact the Office of Residential Life and Housing at 508-793-7453.

RA SELECTION TIMELINE

January 17, 2012: Applications available online at clarku.edu/housing

January 17-20, 2012: Current Resident Advisers will be tabling from 11:00am-1pm and from 5pm-7pm in the UC to provide interested candidates information about the position

January 23-26, 2012: RA Info Sessions

- a. January 23 (Monday) – Bullock Hall – 7pm
- b. January 24 (Tuesday) – Wright Hall – 7pm
- c. January 25 (Wednesday) – Persky (UC) – 3pm
- d. January 26 (Thursday) – Resource Room (Dana Commons) – 6pm
- e. January 26 (Thursday) – Sanford Hall – 7pm

February 2, 2012 (Thursday): Completed RA application packets due to RLH Office by 5pm.

February 4, 2012 (Saturday): Group Process (10am – Noon **OR** 1pm – 3pm). Please keep 10am to 3pm open on your schedule until you are notified via email by 5pm on Friday, February 3 that you have been assigned to the morning or afternoon session.

February 8, 2012: Candidates will be notified via email if they have advanced to the interview round. If candidates are proceeding on to the next round, they will need the schedule an interview by coming in or calling the RLH office by Friday, February 10th at Noon.

February 13-17 & 20-24, 2012: Individual candidate interviews.

March 5-7, 2012: Decision letters will be emailed to candidates

March 12, 2012: RA contracts signed and returned to RLH Office by 5pm

RA Fall Training 2012/Winter Training 2013

Resident Advisers who are hired for the 2012 Fall Semester are required to return to campus for Fall Training on Monday, August 13, 2012 prior to 5pm. RAs are also required to return to campus by Thursday, January 10, 2012 at 5pm for Winter Training. **Please consider these dates firm and make travel arrangements accordingly.**

Things to Consider When Applying:

Prior to beginning the application process, we encourage you to take a couple of minutes to look over the questions below and complete a quick self-assessment. As you enter the process to become an RA, it is important to know where you stand on certain issues.

- Are you able to handle problems without over-reacting or making inappropriate compromises?
- Do you need to be the center of attention? Do you need to be constantly showered with compliments, praise, and reward? Can you let someone else take center stage?
- How do you handle stress, tension and anxiety?
- How well can you adjust to the lifestyle of an RA?
- Are you able to balance the role of the RA with the other components of your life?
- Are you oversensitive to and critical of the shortcomings of others?
- Are you able to learn from your experiences?
- Are you able to fulfill your responsibilities and still be honest with yourself, your values, your philosophies and your commitments?
- Are you able to evaluate your own strengths and weaknesses?
- Can you relate to and advise other students without becoming personally and emotionally involved? Even when these students are close friends?
- Are you mature enough to accept the fact that you cannot be all things to all people?
- Are you able to accept behaviors of individuals and not pass judgment?
- Are you able to accept direction and advice from a supervisor?
- Are you able to professionally disagree with a colleague?
- Do you have the self-confidence to be assertive without becoming aggressive?

Please Note:

The RA position requires a significant time commitment. For this reason, RAs:

- May not hold an executive position on Student Council unless permission is granted by RLH, SLP, and DOS.
- May not serve on the Orientation staff.
- Must discuss outside employment or internships with their Area Coordinator and the Director of Residential Life and Housing prior to accepting the position.
- May not leave campus overnight more than two weekends per month.
- Must be available for duty over Thanksgiving Break/Spring Break.
- Must attend weekly staff meetings and in-services from 2-4pm every Wednesday. Nothing else may be scheduled during these times. Meetings are mandatory.

Important Tools That You Will Develop as an RA:

Team Building	Public Speaking Skills
Community Leadership	Program Planning Skills
Time/Stress Management	Long Range Planning Skills
Running Effective Meetings	Customer Service Skills
Assertiveness Training	Creativity
Communication Skills	Safety and /security
Interviewing Skills	Crisis Intervention Skills
Networking Skills	Empathy
Active Listening Skills	Exposure to Diversity

Eligibility:

All full-time, undergraduate Clark students are eligible for RA positions provided they are in good academic (GPA of at least 2.5) and disciplinary standing (no probation sanctions). Successful candidates will have achieved sophomore standing by the beginning of the Fall 2012 semester.

Job Compensation:

Resident Advisers receive a single room in an assigned hall/house free of charge. Cable, Ethernet, and telephone service (except long distance charges) are also provided. A stipend of \$400 per semester for new staff members will be paid biweekly or at the end of each semester. Please note that this compensation is considered a financial resource and financial aid candidates selected as RA's may have an adjustment made in the self-help category of their aid packet. It is strongly recommended that you make an appointment with your financial aid counselor to discuss how this position would affect your financial aid package. Financial status is not considered as a factor in the selection of Resident Advisers.

PLEASE SEE THE JOB DESCRIPTION ON THE RA SELECTION WEBPAGE FOR A COMPLETE LIST OF RESPONSIBILITIES AND COMPENSATION INFORMATION

Application Procedure:

1. **Complete Application:** Turn in your completed application with resume and essays to the Office of Residential Life and Housing by 5pm on Thursday, February 2, 2012 (incomplete or late applications will not be accepted).
2. **Attend Group Process:** Group Process is a half day session on Saturday, February 4, 2012 from 12-4pm in which RA candidates are observed interacting with each other in a group setting. Group process helps facilitators to become better acquainted with the RA candidates. Groups consist of approximately seven to ten candidates. The observers will be Residence Life staff members who have been trained in what to observe. The Group Process exercises are a required component of the application process. They often tend to be the most enjoyable component. Upon handing in your application, you will be given a time and location for Group Process. Please dress presentably, but comfortably, for the Group Process; there is no need to wear traditional "interview clothes."
3. **Schedule an Interview:** If you are selected to continue as a candidate after Group Process, you will be contacted via email by Wednesday, February 8th and instructed to schedule an individual interview by Friday, February 10th at Noon. Your individual interview will be conducted by two RLH professional staff members and a current RA. Professional attire is strongly encouraged.

Resume:

You must attach to your application an up-to-date copy of your resume outlining any educational and employment experiences you have had. Assistance in creating and updating a resume can be obtained from Career Services: clarku.edu/career or call 508-793-7258.

References:

Your first reference must come from your current or past Resident Adviser. You must receive one other reference from an individual with whom you have had some sort of evaluative relationship, preferably a past or current supervisor. If this is not possible, we will accept a reference from a Clark administrator, faculty member, staff person, coach, etc.

Please be sure to give your references sufficient time to complete these forms so that your application is not delayed or disqualified. References may be returned to the Residential Life and Housing Office, emailed to Lisa Jano, Residential Life and Housing Office Manager, at ljano@clarku.edu, or faxed to 508-421-3787 no later than Thursday, February 2, 2012 at 5pm.

Residential Housing Initiatives to Consider When Applying to be an RA:

First Year Experience: The goal of the First Year Experience program at Clark University is to provide first year students with a supportive and caring environment to assist them in their transition to college life. The Resident Adviser plays an integral part of the First Year Experience. Applicants applying to work as FYE RAs will agree to remain alcohol and smoke free when in the residence hall.

Wellness Housing: An additional option for Resident Advisers in the upcoming semester is the Wellness Housing option. Applicants looking to promote this substance free housing environment will agree to live substance free when in the residence hall. The successful candidate for these positions will demonstrate an interest in the promotion of healthy behaviors and a lifestyle centered on wellness.

CLARK UNIVERSITY
Office of Residential Life and Housing

FALL 2012 RESIDENT ADVISER APPLICATION

Name: _____ Campus Box: _____ ID# _____

Phone Number: _____ Email: _____

Class Year: _____ Current Housing (Hall and Room/Off campus) _____

What type(s) of residential environment would you find most interesting to work within? Please keep in mind that acceptance to the RA position is not based on placement preferences. Placements are made according to community need, your talents/needs and available space. The Residential Life and Housing staff makes decisions regarding placement.
(Check all that apply.)

- | | | |
|-----------------------------------------------|-------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> I have no preference | <input type="checkbox"/> First-year experience | <input type="checkbox"/> Dodd Hall (all female) |
| <input type="checkbox"/> Mixed-class halls | <input type="checkbox"/> Suite-style/apartments | <input type="checkbox"/> Substance Free Floor (Johnson) |

References

<u>Name:</u>	<u>Relationship:</u>
1. _____	Current/Past Resident Adviser
2. _____	_____

Resume

Please attach a copy of your most up-to-date resume. If you need assistance creating or updating a resume, we encourage you to use the resources available through Career Services: visit clarku.edu/career or call 508-793-7258

Essay Questions (Please Type)

Please answer the following questions in a thoughtful and comprehensive manner on a separate sheet of paper and attach to your application. Responses should be one or two paragraphs (no more than 100 words) each.

1. Why do you want to be a Resident Adviser (RA)? Why do you want to be an RA in the preferences you checked above?
2. What skills/attributes/experiences do you possess that would make you an effective RA? What skills/attributes do you need to further develop to be a successful RA?
3. Please comment on your experience with/ability to relate to people whose backgrounds, attitudes, and/or beliefs differ from your own. As an RA, how would you go about supporting diversity in your hall/house?
4. How would you as an RA respond to a situation that is a violation of the Student Code of Conduct if you personally believed that this policy was unfair?
5. Please tell us about your extracurricular, academic and study abroad plans for the upcoming 2012-2013 academic year.

**Please return to the Office of Residential Life and Housing by
Thursday, February 2, 2012 at 5pm.**