

# *Resident Assistant*



THE UNIVERSITY  
OF  
LOUISIANA  
*L a f a y e t t e*

# *Application*

Dear Resident Assistant Applicant:

We are pleased you are interested in being considered for a Resident Assistant position. The Resident Assistant position is very important to the total operation of the residence halls at the University of Louisiana at Lafayette. We will select the most capable and dedicated staff possible and are committed to hiring a staff that reflects the diversity of the student population.

Please take time to read this packet of information carefully including the application. Become thoroughly knowledgeable about the duties and responsibilities of the position, as well as the time requirements and expectations, if you are selected to join our team.

The Resident Assistant position is indeed challenging, but one that is also rewarding and exciting. It will offer you many developmental opportunities and will be an excellent addition to your resume'. You may obtain additional information about the position from the Resident Assistant in your building.

#### Resident Assistant Qualifications

1. Applicant must have completed one semester of academic work at the time of anticipated appointment.
2. Applicant must have a minimum of a 2.0 cumulative and semester average at the time of application and at the time of your anticipated appointment.
3. Applicant must provide three letters of recommendations.
4. Applicant must have completed individual interviews.
5. Applicant may not hold any other job, without prior approval, while employed as a Resident Assistant.

The deadline for filing your application is \_\_\_\_\_ at 4:30p.m. Applications should be submitted to the Student Personnel Office, located in Martin Hall, Room 223.

We hope the selection process will be a worthwhile and rewarding experience for you. If you have any additional questions, please contact the Student Personnel Office at 482-6373. Once again, thank you for your interest in the Resident Assistant position.

Sincerely,

Greg Zerangue  
Associate Dean of Students  
Director of Student Personnel

Lisa Landry  
Director of Housing

# *A Few Facts for RA'S*



The status of your employment will be sent to you by mail or email. The final decision is made once grades are posted for the semester.

Please inform the interview committee if you will be at an alternate address during the semester break.



If you presently receive Financial Aid, please make an appointment with a Financial Aid Resident Assistant to review any changes that may occur if you accept this position.



Remember to complete your housing application and pay your deposit for the semester you are interested in working.



As a first semester Resident Assistant, you will be registered in CNED 125. This course is a one (1) credit course that is required for all first-time Resident Assistants. The class is on Tuesdays at 3:30 p.m.



Resident Assistant Orientation usually begins one to two weeks prior to the first day of classes. This training is mandatory for all Resident Assistants and free time will be limited. Please make arrangements to remain on campus until the first day of classes.

If you need additional information, please contact the Student Personnel Office at 482-6373 located in Martin Hall Room 223.

## RESIDENT ASSISTANT JOB RESPONSIBILITIES

The Resident Assistant, along with the Office of Student Personnel and Housing, seeks to make residence hall life an enjoyable and integral part of the out-of-class learning experience. The Resident Assistant (RA) assumes a role of leadership, which includes broad responsibilities into all aspects of a resident's physical, social, educational and emotional well-being. As a role model, he/she is committed to their own personal growth and the development of other residents. The RBC is sensitive and concerned for others as individuals and should exhibit personal and professional commitment beyond specific job duties.

**The most important and essential job function of the RA position is attitude and includes the following: getting along with and responding politely with residents, staff, faculty and the University community; working as a team member; functioning under pressure; and responding in a positive manner to supervision. Other duties and responsibilities may include but are not limited to the following areas:**

### Community Development

**Overall Goal: Develop an atmosphere of community where residents feel a sense of belonging, affiliation and support.**

- Establish and maintain a close relationship with each individual in his/her area.
- Create an environment that is conducive to personal and interpersonal development.
- Assist residents moving into the building and adjusting to campus life.
- Encourage residents to interact with each other through programs during the first two weeks of classes.
- Be available and accessible to residents and spend adequate time on the floor / building on and off duty.
- Encourage residents to be involved in campus and community activities and inform them of opportunities.

### Programming

**Overall Goal: Encourage the educational, personal and social development of residents by planning and implementing activities in the hall.**

- Communicate with residents in order to learn their interests and goals.
- Develop, budget, implement and evaluate programs or activities in order to address residents' interests, goals and needs.
- Incorporate faculty, staff and campus and community organizations into programming efforts within the residence halls.
- Combine efforts with co-Resident Assistant in order to implement building, area and campus wide events.

### Peer Advising

**Overall Goal: Serve as an active listener for residents experiencing academic and personal difficulty.**

- Demonstrate interest in students as individuals and commitment to the service of others' needs.
- Be aware of residents' problems and concerns including adjustment, homesickness, roommate conflict and be interested in their goals and values.
- Discuss with residents any difficulties they are having and make appropriate referrals.
- Develop working knowledge of overall campus and community resources and make contacts in these areas.
- Supervise and assist residents during emergencies.
- Identify potential problems on the floor and building and inform hall director.

### Policy Enforcement

**Overall Goal: Assist students in developing standards of behavior necessary for maintaining an atmosphere conducive to academic and personal success.**

- Encourage students to respect the rights of others and emphasize individual responsibility.
- Educate residents with regard to personal safety, campus policy, fire prevention, theft, etc (Refer to Code of Student Conduct and Residence Hall Handbook).
- Confront policy violations within the residence hall and help students understand the realistic consequences of their behavior.
- Document incidents by completing and forwarding appropriate paperwork.
- Call University Police and / or Deans for any unusual happenings or emergencies.

### Administrative

**Overall Goal: Maintain effective building management by assisting the Hall Director, Area Coordinator, Deans, Student Personnel and Housing with administrative functions.**

- Assist the Hall Director and staff in preparation of the building (bulletin boards, message boards, signs, etc).
- Attend weekly staff meetings, weekend on-duty meetings, all-staff meetings and other meetings scheduled by their Hall Director, Area Coordinator or Deans.
- Attend Staff Orientation at the beginning of each semester (usually one week prior to hall opening).
- Remain on-campus until the day after final exams are over to assist with closing of the residence hall.
- Document all necessary incidents and maintain a neat, current and accurate log book.
- Assist residents with maintenance problems, report and follow-up on all maintenance problems.
- Perform various administrative tasks as requested by Housing or Student Personnel including: room assessments, maintenance reports, room changes, lock-out forms, housing evaluations, housing applications, on-duty checklists, etc.
- Share responsibilities of delivering and collecting mail at the Housing and Student Personnel offices.
- Participate in on-going evaluation as a personal and professional development tool.

### Duty and Rounds

**Overall Goal: Provide a safe environment by remaining accessible, visible and available to residents.**

- Work the required number of duty nights and weekends (usually 2 nights weekly, Sunday night and rotating weekends / breaks)
- Duty hours are from 8:00am until 8:00am. When not in class, staff should be available to residents and are required to be in the building at 7:00pm. (Room door may be closed at 12:00am).
- Maintain contact with the desk worker and greet with Night Hostess at midnight.
- Remain accessible to residents by leaving room door open, leaving messages on the door when not in room, responding to pages, and being reachable by phone (no excessive telephone or Internet use).
- Establish your presence in the building when you are on and off duty by making rounds in the halls and building, respond to noise, introducing yourself and visiting with guests and residents, handle incidents and monitoring building maintenance needs.
- Complete all on-duty paperwork and document incidents in log book.
- Assist Hall Director, Area Coordinator, Housing and Deans with situations that may occur.

## Student Personnel Department Resident Assistant Application

Date: \_\_\_\_\_ Application for \_\_\_\_\_ Semester

CLID # (if different) \_\_\_\_\_

Full Name \_\_\_\_\_  
Last First M.I.

Sex: M \_\_\_ F \_\_\_ Date of Birth \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Local Address: \_\_\_\_\_ Home Address: \_\_\_\_\_  
 \_\_\_\_\_

Local Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### ACADEMIC DATA (Note: Minimum Grade Point Average is 2.0)

Major: \_\_\_\_\_ Cumulative GPA \_\_\_\_\_ Last Semester GPA \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_ Number of Semesters lived on campus \_\_\_\_\_  
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**Past work experience:**

| Position  | Employer | Phone Number | Dates of Employment |
|-----------|----------|--------------|---------------------|
| <b>1.</b> |          |              |                     |
| <b>2.</b> |          |              |                     |

List anticipated activities (clubs, athletics, etc.) and an approximate number of hours per week you devote to each. *Note: Staff members are not allowed to have any additional work outside of the RA position.*

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I understand that all documents relative to this application for employment including, but not limited to, letters of reference, evaluation notations of interviewers and staff evaluation sheets are confidential. I further understand that I will not have the opportunity to personally review or inspect any of these documents. However, in an effort to promote valuable educational experience and to improve interviewing skills, feedback concerning reasons for selection or non-selection will be provided at the applicant's request by the Department of Student Personnel. This procedure is in compliance with the Family Educational and Privacy Act of 1974.

I wish to submit this application for employment for the position of Resident Assistant, and I fully intend to fulfill each responsibility to the best of my ability if I am offered and accept the position. I possess the minimum qualifications required for this position as specified on this form and all information I have provided herein is accurate.

I understand that my signature below authorizes the Department of Student Personnel to review my disciplinary file and academic transcript for verification of my grade point average.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS THOUGHTFULLY AND COMPLETELY. THIS IS YOUR OPPORTUNITY TO IMPRESS US. TYPE OR WRITE CLEARLY YOUR ANSWERS TO THESE QUESTIONS. ATTACH ADDITIONAL SHEETS IF NECESSARY.**

1. Why are you interested in being a Resident Assistant?
2. What do you have to offer your fellow students as a Resident Assistant?
3. What type of atmosphere would you offer for your residents and why?
4. What skills do you believe are necessary to be a successful Resident Assistant?
5. How would you go about developing a sense of community for your residents?
6. What are five goals you would have as a Resident Assistant?

### **FREQUENTLY ASKED QUESTIONS ABOUT THE RA POSITION**

#### **What is a Resident Assistant?**

The Resident Assistant is a student staff member of the Department of Student Personnel whose job is to assist and encourage residents to develop a livable, inclusive, and responsible community through programs, interaction with other residents and staff, and encourage involvement in campus-wide activities. A Resident Assistant lives in a community with other students and serves as a peer Resident Assistant by implementing social, cultural, and educational programs. The Resident Assistant assists in maintaining the physical condition of the building and works to provide an overall safe and educational atmosphere.

#### **Who can apply?**

Candidates for the Resident Assistant position must be full-time students, completed at least one semester, and maintained a 2.0 grade point average.

Note: Outside work is not allowed when holding the position of Resident Assistant.

#### **What is the remuneration?**

The remuneration package includes free room and board and a \$75 stipend per month.

*If you have any questions about the Resident Assistant position you are welcome to call the Student Personnel Office between the hours of 7:45am and 4:30pm or ask the Resident Assistant in your building.*



# Shadow Night

“Shadow Night” is designed to give you the opportunity to accompany a Resident Assistant on duty for a few hours and learn hands on about the Resident Assistant Position.

In order to complete your “Shadow Night,” please contact the Resident Assistant listed below to arrange a time and date for your visit.

**This must be completed before turning in your application.**

**I am scheduled to complete a “Shadow Night” visit with:**

**Resident Assistant:**

\_\_\_\_\_

**Hall:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Signature of Resident Assistant Once Visit is Complete:**

\_\_\_\_\_

**Include a short description of your “Shadow Night” experience. This may be typed or clearly hand written on a separate piece of paper. If you have problems setting up an appointment with the Resident Assistant, please contact Student Personnel at 482-6373 and arrangements will be made.**

**Letters of recommendations may include a brief description of how and how long a person knows you and why they would recommend you for Resident Assistant. LETTERS MUST INCLUDE PHONE NUMBERS AND EMAIL ADDRESSES of reference. Letters can be from former managers, bosses, instructors, teachers, hall directors (not Resident Assistants). Letters cannot be written from family.**

# PASSPORT TO LEADERSHIP

This "passport" is designed to help you locate some important information that directly pertains to the Resident Assistant position.

Answer all of the questions asked on these pages. Then, go to the appropriate department and have the secretary (or a representative from that department) stamp the page with an official departmental stamp. Should you need any assistance please call 482-6373.

Enjoy your "travels" as you complete your passport!

|   |   |
|---|---|
| Who is the Director of the Student Union?<br>What is the phone number for the Information Desk? | Where is the Department of Student Personnel? Who is the Director of that department? |
| Where is Parking and Transit located?<br>What is their phone number?                            | What is the phone number for the UL Police Department, and where are they located?    |
| Where is the Housing Office? Who is the Director? Who is the Assistant Director?                | Where is the Office of International Affairs?<br>Who is the Director?                 |
| Who is the Director of Student Health Services? What is their phone number?                     | Where is the Counseling & Testing Center?<br>What type of services do they offer?     |
| Who is the Director of Intramurals?<br>What is their phone number?                              |   |

