

## Resident Assistant Application

Dear Resident Assistant Applicant,

Thank you for making the decision to apply for a Resident Assistant position at Franklin College for the 2012-2013 academic year. As a Resident Assistant you are given many opportunities to grow both professionally and personally. In this position you will work closely with fellow students, staff and administrators to promote academic success and the personal well-being of students at Franklin.

As an RA you will support students in the residence halls in adjusting to the various stresses and demands of college life. You will also create a safe inclusive community among your residents, assist students with personal issues and help them develop skills necessary to be successful students and citizens of the world. It is truly a rewarding experience!

During the application process each candidate will be given an opportunity to demonstrate written, oral and group interaction skills. Please read the application very carefully. You will not be considered for the position unless your full application is completed.

It is preferred that application materials are submitted *electronically*. Confirmation emails will ensure that your materials have been received. A few paper copies will be available in the Office of Student Life.

### Application Dates

**Available:** January 1, 2012

**Panel and Social Session with 2011-12 RA Team:** Thursday, February 2, 2012, at 5:00-8:00 pm, Falcon's Nest

**Due:** Friday, February 17, 2012

**Group Interview:** Saturday, February 25, at 8:30 am, location TBD\*

**Individual Interviews:** Monday, February 27, to Tuesday, March 6 (by invitation)

*\*All interested applicants must be in attendance at the group interview.*

### Training Dates

**Spring:** April 14 or 21 (final date TBD)

**Fall:** Begins on Friday, August 10, 2012

Best of luck with the selection process! If you have any questions, please stop by the Office of Student Life.

Sincerely,

Jacqueline N. Jones

Coordinator of Residence Life  
Franklin College Switzerland  
Office of Student Life  
Via Ponte Tresa 29  
6924 Sorengo (Lugano)  
jjones@fc.edu

Franklin College Switzerland

## **RESIDENT ASSISTANT JOB DESCRIPTION**

Franklin College Resident Assistants play a vital role in the day-to-day functioning of the residences at Franklin College. Resident Assistants serve as a resource to Franklin students and work to establish healthy and safe community living environments conducive to maximum academic and personal development. Through role modeling, peer mentoring and counseling, social and educational programming, and the enforcement of community standards, Resident Assistants build and promote a sense of community within the residence halls, which fosters individual and collective responsibility and mutual respect.

A Franklin College Resident Assistant is a member of the Franklin College Residential Life team and is appointed for a full academic year. The Resident Assistant lives in a campus residence and plays a major role in the facilitation of the entire residence hall program with specific emphasis being given to the students in his or her building.

### **BASIC FUNCTION**

The Resident Assistant (RA) is a live-in student staff member in Residence Life, The Office of Student Life and Learning. The RA assists in supporting the Residence Life Mission “to offer progressive programs and opportunities for students that enhance the classroom learning experience.” RAs are expected to provide strategies for, and assist residents with, transition, multicultural competence, learning and ethical decision making.

### **RESPONSIBILITIES**

The Resident Assistant is responsible for assisting students individually and in groups. The RA’s primary role is to facilitate the creation of a positive residence hall environment that supports students’ academic and personal success. In order for this environment to develop, RAs must make significant connections with their residents, help them get to know each other and connect them to the resources and opportunities of the larger Franklin College campus. Strategies for success include maintaining individual and group contact, possessing a thorough knowledge of campus resources, planning and implementing diverse activities, developing leadership and responding to community and individual concerns.

### **CHARACTERISTIC DUTIES**

#### **Staff Functions**

- Attend all training activities including spring, fall and mid-semester sessions.
- Work in the Office of Student Life four hours weekly and conduct administrative tasks.
- Know, respond to and follow up on floor/hall emergencies and procedures.
- Be “on duty” during weekday evenings and weekends on a rotational basis.
- Support and adhere to University, Housing, and Dining Services policies, regulations and procedures.
- Complete paperwork in a thorough and timely manner.
- Keep supervisor informed of floor, resident and facility issues.
- Assist with resident check-in and check-out throughout the school year.
- Attend all regular weekly staff meetings.
- Regularly ensure that the residences are locked 24 hours a day and that doors are not propped open.
- Assist in the selection and training of new staff.

#### **Community Involvement and Development**

- Assist residents in establishing community standards and in accepting responsibility for floor issues.
- Confront and document *Student Life and Learning Handbook* policy violations.
- Facilitate monthly community meetings.
- Mediate conflicts between residents.
- Work consistently to create a civil and respectful atmosphere on the floor.
- Create and promote involvement in weekend campus and community social events.
- Assist in the recruitment and development of student leaders for organizations.
- Assist residents in taking ownership of their community.

**Programming and Relationship Building**

- Assess the needs of the community.
- Plan and execute four programs per semester that address the needs identified.
- Know the names and pertinent information about floor residents.
- Maintain ongoing interaction with residents individually and as a community.
- Maintain a high profile in the hall and floor; be approachable and receptive.
- Encourage interaction among diverse students on the floor and in the hall.
- Encourage students to utilize campus resources.
- Communicate regularly with residents through postings, floor meetings and informal contact.

**Inclusive Community Development**

- Contribute to the development of a welcoming, safe and inclusive community for all students.
- Utilize and promote activities that contribute to increasing students' multicultural competence.
- Respond to student behavior that involves incidents of bias based on race, age, color, religion, national origin, gender, sexual orientation or ability.
- Demonstrate personal growth.

**Academic Community Development**

- Establish and maintain an environment that is supportive of successful academic achievement.
- Respond to student behavior that may be indicative of academic problems.
- Exhibit successful academic role-modeling behavior.
- Help students utilize academic and career resources on campus.
- Assist students in connecting with other students regarding common courses and academic/career interests.

**CONDITIONS OF EMPLOYMENT**

- Resident Assistants must be full-time enrolled students at Franklin College and making progress toward their degrees during their period of employment. The only exception is if the RA is in his or her last semester at Franklin.
- The GPA requirement is a cumulative GPA of 2.5; RAs are expected to meet that requirement and maintain it during their period of employment.
- Resident Assistants must have completed at least one semester at a college or university and have lived in a residence hall for at least one semester at the time of application.
- A Resident Assistant must not accept other employment while working as an RA without prior permission from the Coordinator of Residence Life.
- The RA position is for one academic year (fall and spring semesters). If an RA wishes to return the following year, he or she must apply for the Returning RA position.

**REMUNERATION**

- Two semesters of "on campus" housing in a furnished apartment as assigned.
- Grotto account of 900 CHF per semester (subject to change).
- Landline telephone in apartment, service connection and telephone expenses of 10 CHF for calls per month during employment.
- Laundry credit of 40 CHF per semester.

Franklin College Switzerland  
**RESIDENT ASSISTANT APPLICATION**

**SECTION A**

**Personal Information:**

Name: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

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

Current Residence Hall Address (hall and room): \_\_\_\_\_

Current Local Address (if not living on campus): \_\_\_\_\_

Have you ever been convicted of a felony Yes No  
If yes, what and when? \_\_\_\_\_

**Academic Experience:**

Anticipated Date of Graduation: \_\_\_\_\_

Current Cumulative GPA: \_\_\_\_\_

Major(s): \_\_\_\_\_

Minor(s): \_\_\_\_\_

Do you speak any languages other than English? Yes No  
If yes, please list languages and your level of fluency: \_\_\_\_\_  
\_\_\_\_\_

Did you transfer to FC? Yes No  
If so, list locations and dates of previous institutions: \_\_\_\_\_  
\_\_\_\_\_

**Residence Hall Living Experience:**

Please list all Franklin College residence halls you have lived in and the dates you lived in them:

\_\_\_\_\_  
\_\_\_\_\_

**SECTION B**

**Employment/Volunteer Experience:**

Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Dates: \_\_\_\_\_

Job Description/Key Functions: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Dates: \_\_\_\_\_

Job Description/Key Functions: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Dates: \_\_\_\_\_

Job Description/Key Functions: \_\_\_\_\_  
\_\_\_\_\_

**College Activities:**

Please list all college activities, clubs, organizations and community service activities, etc., that you have participated in and consider relevant in applying for the RA position. Include any offices you have held or awards you have received.

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Which organizations and activities do you expect to be involved with during the 2012-2013 academic year? Please mention any leadership roles you will be assuming.

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If you expect to be employed (other than as a RA) during the next academic year (on or off campus), please describe where you will be working, in what capacity and for how many hours per week. (Please include jobs such as babysitting and tutoring.)

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**References:**

Please list the names, addresses and phone numbers of the three individuals who will be completing recommendations for you. One recommendation must be from a former employer/volunteer supervisor and one must be from a Franklin College faculty/staff member (not from the Office of Student Life). An official letter is not required, but individuals submitting references should be prepared for a reference phone call.

Reference 1: Former Employer/Volunteer Supervisor

Name: \_\_\_\_\_  
Name of Workplace: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

References 2 and 3: Franklin College Faculty/Staff Member

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Summer Staff:**

Summer RAs are responsible for creating community in one building, contributing to the facilitation of the summer orientation sessions and working in the Office of Student Life performing administrative duties. Summer staff members are compensated with a partial meal plan and a room on campus.

Are you interested in being a summer staff member in 2012?      Yes                  No                  Maybe

**SECTION C****Essays:**

Responses should be typed and *no longer than 8 pages*. The focus is on content and not length. Your application will not be considered completed until the application form and essays have been submitted.

**Required:**

1. Discuss your interest in the RA position at Franklin College. What role do you think Resident Assistants have in the Office of Student Life (OSL)? How do you perceive the role of an RA outside of the OSL?
2. What qualities do you believe are necessary to be a successful RA? Why are these qualities important? What qualities and experience do you possess that make you a strong candidate for the position?
3. What do you believe your greatest challenge will be if successful in obtaining this position?

**Choose 2 of the questions below:**

4. It is sometimes said that taking risks often promotes important discoveries in one's life. Discuss a risk that has led to a significant change (positive or negative) in your life.
5. Describe an occasion when you had to influence the opinion of an individual or a group. What approach did you take? What was the result? What did you learn from this experience (about yourself or individuals/groups)?
6. What does "building a sense of community" mean to you in terms of the residence halls at Franklin College? Programming is an important component of this position. How do you plan to approach program planning in your residence hall?
7. Describe two current issues that college students face today (especially at Franklin College). How would you begin to address these issues as a Resident Assistant?

(Optional Essay) As a resident assistant, where do you envision yourself being placed on campus? Why do you see yourself in this building? What is your vision for this community next year? How would your placement in this building be beneficial for the community?

*\*Note:* RAs are not hired into a specific building and this essay will not guarantee your preferred placement.

**SECTION D**

I authorize the Coordinator of Residence Life to verify with the College Registrar that my cumulative GPA is appropriate for the RA position (minimum of 2.5) and that I am carrying at least a 12-credit course load. I have read and understand the job description of the RA position.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This application and references must be returned/emailed to the Office of Student Life no later than Friday, February 17. To send by email see instructions on the next page.**

## Instructions for Sending a Completed PDF Form

### General Instructions

1. Open the PDF document. You should see two buttons in the upper right corner of the window that are specific to PDF forms. “Highlight Existing Fields” highlights the fillable areas of the form for easy viewing, and “Submit Form” is used to send the form to the appropriate recipient once you have completed the form.
2. Follow the instructions in the document to fill out the form. When you have completed the form, click “Submit Form” in the upper right corner of the window.
3. Enter your Email Address and Full Name in the popup window and click “Send”
4. Indicate your preference for sending the form. If you use a desktop email application such as one of the ones listed in the popup window, you can send directly through that application by selecting “Desktop Email Application.” Once you click OK, the email will go out automatically according to the way in which your default email application is configured. If you use an internet email application like Hotmail, Gmail or Yahoo, write down the recipient address you see in the popup window for later use. Then, you can select “Internet Email” and follow the additional instructions below.

### Internet Email Instructions

1. After clicking OK, you will be prompted to save the file to your computer’s file system. Choose a location to save the file and click OK.
2. Open your email and create a new email message to the recipient address you noted in step 4 of the General Instructions. Attach the file you just saved to your file system and send the message.