

Returning Resident Assistant Application

Dear Current Resident Assistant,

First I would like to thank you for the work and dedication you have provided as a Resident Assistant this year. I hope that this position has challenged you, allowed for personal and professional development, and been a rewarding learning experience. Please take some time to reflect on your experience as a Resident Assistant and consider the possibility of reapplying for a Resident Assistant position for the **2012 summer session** and/or the **2012-2013 academic year**.

Several factors will be taken into consideration before a current Resident Assistant can be rehired for the following year. The Resident Assistant's overall performance, combined with his or her perceived ability to stay motivated and challenged by the position, are two of these factors.

Attached is the application for returning Resident Assistants. Please read and complete this application carefully. Your application must be completed in its entirety in order for you to be eligible for the position.

It is preferred that application materials are submitted *electronically*. Confirmation emails will ensure that your materials have been received.

Application Dates

Available: January 1, 2012

Due: Friday, February 17, 2012

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

**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!

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 to 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 as assigned.
- 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 an 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
RETURNING RESIDENT ASSISTANT APPLICATION

Personal Information:

Name: _____

Mobile Phone: _____

Current Residence Hall Address (hall and room): _____

Please check one or more of the following options (essay section needed only for 12-13AY applications)

I would like to be considered for employment as a Resident Assistant for the 2012-2013 AY.

I would like to be considered for 2012 summer employment as summer staff (RA/OL).

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: _____

College Activities:

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.

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

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: _____

Essays:

Responses should be typed and *no longer than 8 pages*. The focus is on content and not length.

Required:

1. In what ways have you grown professionally and personally since accepting the RA position? What are your professional and personal goals within this position for the coming year?
2. What is your personal philosophy when it comes to programming and what changes and/or additions would you make to your programming style?
3. How do you define "building a sense of community" in terms of the residence halls? Is this different from your definition when you came into the position last fall? What actions did you take to create community in your building during the 2011-2012 AY?

Choose 2 of the questions below:

4. Describe one challenge you faced as a Resident Assistant. How do you plan to overcome this challenge successfully next year?
5. What were some of the most rewarding aspects of being a Resident Assistant?
6. 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)?
7. If you had to live your life over again, what would you change?

(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.

Authorization:

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 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.