Dear Applicant:

Welcome to the Residence Life student staff selection process for the 2015-2016 school year! Thank you for your interest in applying to become a Resident Assistant. As a member of Office of Residence Life, you will have the opportunity to shine while you work cooperatively with residents, faculty, administration, and other staff members, developing essential educational skills for your future. You will build community, relationships, and connections with students and the Western State Colorado University campus. We strive to hire the best applicants to build positive living community in our halls that support the academic mission of the University and enhance student success inside and outside the classroom.

As a Residence Life member, you will become a part of this exciting venture. You will undoubtedly have the opportunity to make a real and positive difference in the lives of residents while helping them make the most of their experiences at WSCU.

Who are we looking for?

Successful Residence Life applicants are students who…

1. Are active and visionary leaders and good role models.
2. Are committed to working with students to ensure respectful and considerate living environments.
3. Are interested in helping other students and in learning effective skills for listening, interventions, and emergencies.
4. Are concerned with diversity issues and with making our communities as inclusive and welcoming to all.
5. Want to plan and implement educational programs and build a strong, involved community.
6. Are committed to teamwork and being an integral part of a staff.
7. Are interested in building on and improving communication, interpersonal, confrontation, and mediation skills.
8. Want to make a difference and leave their mark on students’ lives and WSCU.
9. Are self-motivated and detail-oriented, academically successful students willing to grow, learn, and mature while working collaboratively with the Office of Residence Life.
10. Are in it for more than just a paycheck.

Please review the attached position description for specific requirements.
The Resident Assistant is responsible for all aspects of their area providing leadership to students regarding life in the residence halls. An RA is assigned to each Traditional Area and is also available in On-Campus Apartments.

MINIMUM QUALIFICATIONS

- Sophomore standing at the time employment begins.
- Full time student at Western State Colorado University (12+ credits).
- A 2.50 cumulative grade point average at the time of application. Maintain a 2.50 GPA throughout employment.
- 18 or fewer credits per semester.
- Current or previous student conduct sanctions will be taken into consideration and may be a basis for not being eligible for the position.

RESPONSIBILITIES

STAFF TRAINING

- Arrive on campus approximately 2 weeks before the Fall semester begins to attend staff training.
- Attend monthly in-service staff meetings.
- Attend scheduled meetings with the Assistant Directors (ADs)/Resident Directors (RDs) regarding the position.
- Attend weekly staff meetings.
- Attend other training as deemed necessary by the ADs/RDs.
- Read, interpret, understand, and follow Residence Hall policies and the expectations of a Resident Assistant

COMMUNITY DEVELOPMENT AND PROGRAMMING

- Regularly available for and capable of assisting students with concerns related to their total college experience.
- Informs ADs/RDs of attitudes, interests, activities and needs of their residents.
- Knowledgeable about campus resources and their services to students.
- Works cooperatively with students to ensure a community that respects the rights and privacy of individuals and promotes consideration of others.
- Initiate and organize educational programs.
- Maintain a standard of personal conduct commensurate with responsibilities.
- Set an example in both knowing and abiding by institutional policies.
- Other duties as assigned.
DUTY AND CONFRONTATION
- Be “on duty” on a regular basis as assigned by the ADs/RDs. When on duty, the Resident Advisor will remain in the building/area and assist students.
- Whether “on duty” or not, the RA is responsible for consistently confronting and reporting suspected violations on an Incident Report Form to the ADs/RDs.
- The RA is responsible for informing and educating students about their rights and responsibilities as students, residence hall policies and procedures, and University and residence hall expectations concerning standards of conduct.

HALL OPERATIONS AND ADMINISTRATION
- Perform administrative responsibilities as delegated by the ADs/RDs such as: check-in and check-out, transfer procedures, room condition reports, maintenance work requests, damage reporting and safety inspections.
- Serve as a liaison between the Office of Residence Life and students.
- Commit to staying after halls close for breaks. Additional time is required for closing activities at the end of the school year.
- Arrive early from Winter Break to attend training and prepare buildings for the arrival of residents.
- Assists with other duties as assigned.

TIME OFF
- Resident Assistants are encouraged to leave campus one weekend a month for personal time off.
- RAs must receive approval from their AD/RD prior to taking time off.
- Only 50% of the staff will be allowed to be off campus at night off at any given time.

ADDITIONAL EMPLOYMENT, INTERNSHIPS, AND STUDENT TEACHING
- On-campus employment in excess of 10 hours a week, and all off-campus employment, must be approved by the AD/RD.
- Internships are considered off-campus employment and must be approved by the AD/RD. Student teaching is not allowed.

REMUNERATION **NEW PROCESS FOR 2015-2016**
- Resident Assistants receive a scholarship twice during the academic year, one at the beginning of fall semester and one at the beginning of spring semester. The scholarship will be the amount that covers the assigned living area and the required meal plan. In addition to the scholarship each semester, RAs will receive a monthly stipend. Residence Life staff are required to live in the assigned area and are required to utilize the meal plan. RAs in traditional halls must, minimally, be on the Crimson plan while RAs in the apartments must, minimally, be on the Mountaineer 80 each semester.
Timeline for the Residence Life Staff Selection Process

Monday, January 12th —Applications Available ONLINE

**Friday, February 13th at 5:00PM—RA applications due online**

Monday, February 16th- Wednesday, February 18th—Returning RA & SRA Interviews
Thursday, February 19th-Thursday, March 5th—New RA Applicant Interviews

Wednesday, February 25th at 7:00PM in the University Center Ballroom—Group Interviews

**Friday, March 6th by 5:00PM—Final Decision/Offer Letters Emailed to all applicants**

Tuesday, March 10th by 5:00PM – RA Offer Accept/Decline Deadline

Thursday, March 12th at 7:00PM - 2015-2016 RA Team Welcome Kickoff – Details TBD

Wednesday, April 15th at 5:00PM UC North Conference Room—Contract signing meeting