Resident Assistant Application
2019

We are excited that you have decided to apply to be a Resident Assistant (RA). It is a unique opportunity to work with diverse groups of students and be actively involved on the Queens College campus. Working in this community offers you the special chance to make an enormous and positive impact on the success of your fellow students!

Important Dates to Remember	
January 30th	Applications Available @the Summit website: http://www.queenscollegehousing.com
February 30th , 31st & 4th h @ 12:30pm	Information Sessions @ 1st floor Summit Lobby
February 6th @ 6pm	Information Sessions @ 1st floor Summit Lobby
February 7th	Completed Applications Due **By 5:00pm** @ the Summit Housing Office *Late applications will not be considered initially*
February 10th from 12pm - 3pm	**(Group Process @ Summit MCR)**
February 13th – 15th	Interviews conducted. Candidates offered an interview will be invited via email.
March 1st	Candidates informed of job offer status via email

Your **completed** application should contain:

- ✓ Application - enclosed
- ✓ Signed and completed Work History form - enclosed
- ✓ Resume
- ✓ Essay questions
- ✓ Reference

Please feel free to contact us if you have any questions. We are located on the first floor of the Summit Apartments. You may also call or email us: 718.997.4881 or Housing@qc.cuny.edu
Thank you for your interest and good luck!

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Resident Assistant Application

Please complete and return to the Summit Office.

Name:

Last	First	Middle

Permanent Address:

Permanent Phone/Cell Phone:

Email:

We will contact you through this address. Please check this regularly throughout the process.

Expected Graduation Date: GPA (Cumulative):

2.5 GPA required for employment

College: Major: Minor:

Do you anticipate having any commitments that may take time away from the RA position? If yes, explain:

Do you plan to hold a job during the next academic year? If yes, where? How many hours per week?

Are you involved in any activities and/or organizations on campus? If yes, please list and note any offices held.

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Please type or print clearly in blue or black ink.

<u>Work History</u>

Please attach a copy of a current resume detailing your employment, leadership experiences, and extracurricular activities.

I declare all information given is accurate and complete.
I have read and understand the Resident Assistant job description.
I give Capstone Management permission to verify with Queens College and any previous employer, my employment, grade point average and student conduct record.

Signed: _____ Date: _____

Print Name:_____

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Please type on additional pages.

Below are questions that will help us get to know you better. Please provide short answers (approximately 150 words) to these questions on a separate piece of paper. Answers should be well thought out and honest.

1. The RA position is a job that should be priority following your academic course commitments. Please give specific examples of how you plan to organize your time to prioritize the RA job over other commitments.

2. How would you describe the Resident Assistant position to a parent/new student?

3. If hired, what do you hope to gain from your RA experience?

4. How would you go about meeting your residents and establishing a community on your floor?

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Resident Assistant
Capstone On-Campus Management, LLC
Job Description

Job Title: Resident Assistant
Reports To: Associate Director of Housing and Residential Life
FLSA Status: Non-Exempt

Summary

A Resident Assistant is responsible for positively fostering a high-quality living and learning experience for residents. The Resident Assistant will complement a student's academic goals and personal growth by serving as a positive role model and resource.

RESPONSIBILITIES & EXPECTATIONS

Community Development

o   Identify your residents and know where they live within the first three weeks of the semester.
o   Notify supervisor of roommate conflicts immediately and assist with roommate mediations / living agreements.
o   Be available to residents and maintain high level of visibility in the buildings.
o   Encourage residents to take responsibility for incidents and events in the community.
o   Maintain a positive floor community through open communication and programming.
o   Identify and offer assistance to residents and colleagues on personal, academic, wellness, or other special issues.
o   Respond to and report, behavior that is inappropriate / discriminatory / harassing in nature (racial, ethnic, religious, ability, gender, and/or sexual identity).

Safety and Security

o   Be familiar with The Summit Rules and Regulations, Queens College and CUNY guidelines and policies and the Resident Assistant Manual.
o   In order to provide appropriate levels of response and assistance, RAs must be able to hear alarms (fire, security, etc.), see paths of egress, provide verbal and non-verbal directions to residents when emergencies occur, and move throughout the floors of the building when elevator service is not available.
o   Interpret and enforce college and Summit regulations and policies.
o   Learn and implement building-wide emergency response procedures.
o   Complete and submit Incident Reports immediately following an incident.
o   Respond to situations needing attention.
o   Observe residents to identify emotional, relationship, psychological, academic or social problems. Intervene appropriately and report, as needed.

Programming

o   Coordinate and complete at least four (4) programs per semester and (4) all-hall programming.
o   ***Coordinate and Complete at least three (3) Community Builders per semester***.
o   ***Attend and support 3 fellow RA programs a semester.***
o   Encourage and involve residents to develop and implement programs.
o   Complete and submit a *Program Proposal* and flyer for program by given deadline.
o   Purchase approval must be obtained in advance from supervisor.
o   Evaluate and complete *Program Evaluation* within 24 hours of program completion.
o   Submit programming receipts and Purchase Card to supervisor within 24 hours of purchase.

Facility Management

o   Assist with room condition assessments prior to Move-In and after Move-Out.

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o   Encourage residents to complete Room Condition Reports following Check-In.
o   Assist with the opening and closing of the building.
o   Conduct health, safety and maintenance inspections as scheduled and follow-up accordingly.
o   Report maintenance concerns for your floor and the buildings.

Administrative
o   *Must be able to attend weekly staff meeting every Tuesday at 4pm.*
o   A willingness to report for staff training approximately two weeks prior to Opening Day for the Fall semester, three to five days prior to the start of the Spring semester.
o   Maintain confidentiality. Informing your supervisor is not a breach of confidentiality and RAs are expected to keep their supervisors apprised of any potential problem.
o   Compromising confidentiality could result in the immediate termination of employment.
o   Perform administrative duties in a thorough and timely manner, including, but not limited to: incident reports, occupancy reports, damage billing, surveys, and reporting of maintenance issues.
o   Participate in RA selection, training, Open House, and other events as assigned.
o   Attend all in-services, meetings, and events as assigned. This will generally include bi-weekly meetings with supervisor and weekly staff meetings.
o   Use Facebook and other on-line community groups in a befitting way to be a positive role model and student leader. Inappropriate comments, photos or posting could result in the termination of Resident Assistant position.
o   Consult with supervisor prior to discussing community related issues with the press (Queens, local or national).

Duty
o   Be on duty varies week days and evenings, as well as weekend days and evenings. Assume duty responsibility on a schedule designated by the Director. (Duty responsibility means the RA is in his/her area from 5:00 p.m. until 9:00 a.m. Sunday through Thursday and 5:00 p.m. until 5:00 p.m. the following day Friday and Saturday.
o   Staff coverage / duty will be required during academic calendar break periods (holidays and extended time). Schedule will be determined by the staff.
o   *Must be available to work 3 duty days a week for scheduling purposes (Sunday – Thursday)*
o   Participate in on-call duty rotation (requires walking outside to access MCR).
o   Use duty cell phone in professional manner and for business purposes only.
o   Pick-up and return duty equipment at assigned times.

Requirements for employment
o   Complete all additional online CUNY/Queens College and Capstone on Campus training.
o   Maintain a cumulative GPA of 2.5 prior to and during RA term.
o   Maintain full-time enrollment and "good standing" with the college.
o   *All outside employment and club and sport activities must have supervisor approval. Supplemental employment must work around RA obligations.*
o   Be in good standing with Queens College and the Summit Apartments (i.e. no judicial probation, outstanding financial obligations, etc.).
o   Sophomore class standing prior to commencement of RA term.
o   May not participate in an internship / student teaching without prior approval from supervisor.
o   Availability for the entire academic year (BOTH Fall and Spring semesters).
o   May not hold major office in student government without prior approval from supervisor.
o   Perform other duties as assigned by supervisor.
o   Remaining on campus until closing duties have been completed and until the Director gives authorization to leave. During Winter, Spring, and holiday breaks, RAs are required to continue duty rotation.

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o   RAs are selected to work for the Department of Housing and Residential Life, not a specific apartment or floor.

Placement into a specific location is based upon a variety of factors. The Department of Housing and Residential

Life reserve the right to change a position assignment at any time, if deemed necessary for the best interest of the

Department. Should a candidate/employee decline a position assignment offer, the candidate/employee may be

removed from the position or pool.

Expectations
o   Continuously build knowledge base and enhance skills.
o   Respond promptly to resident needs, requests for service and assistance.
o   Demonstrate accuracy and thoroughness.
o   Show respect and sensitivity for cultural differences; promote a harassment-free environment.
o   Treat residents and colleagues with respect; work with integrity; uphold organizational values.
o   Prioritize and plan work activities; use time efficiently and complete tasks on time.
o   Manage competing demands; deal with frequent changes, delays or unexpected events.
o   Be available and on time when required.
o   Follow instructions, respond to management direction; ability to commit to additional work hours as needed.
o   Volunteer readily; ask for and offer help when needed.

Compensation
o   Single Efficiency Apartments ($8,250 per semester, $16,500 per academic year)
o $1000 per semester prior to taxes/benefits.
o   Early Registration

Signature:_____

Print Name: _____ Date:_____

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Resident Assistant Candidate Recommendation

Instructions for the Recommender

Please fill out this form and return it in a sealed envelope to the Summit Office with the "Candidate Last Name, Candidate First Name RA Recommendation." The Document can also be scanned and sent as an attachment to housing@qc.cuny.edu with the candidate's name and "RA Recommendation" in the subject line.

Candidate's name _____

The person listed above has applied to be a Resident Assistant for the Summit Apartments at Queens College. Your comments regarding the applicant's qualifications on this confidential recommendation form would be greatly appreciated. A Resident Assistant is a student who lives in the residence halls on campus and works for Residence Life & Housing. A Resident Assistant serves as an educator, role model, community leader and policy enforcer. Resident Assistants help students grow emotionally, socially, intellectually and culturally.

Recommender's Contact Information

Name _____

Phone _____ Email _____

Nature of relationship to the RA Candidate _____

Institution or employer _____

Signature _____ Date _____

About the RA candidate

Please check the ONE box that describes the most accurate response to each category. There will be space after all of the choices for you to comment on any of your choices, as well as share your level of support for the candidate's application to become a Resident Assistant.

1. Responsibility: Consider the degree to which the person is dependable, prompt, and conscientious.

__ Does excellent work, very responsible

__ Usually completes tasks on time

__ Sometimes completes tasks on time

__ Rarely completes tasks on time

__ Not observed

2. Cooperativeness: Consider this person's ability to work with others. How well does this person interact with peers, supervisors, and co-workers?

__ Works well with others

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__ Does satisfactory group work

__ Tends to work as an individual

__ Poor interactions with others

__ Not observed

3. Initiative: Consider this person's motivation level and ambition. Does this person carry tasks through to completion?

__ Very self-motivated

__ Needs occasional motivation

__ Needs frequent motivation

__ Unable to work without close supervision

__ Not observed

4. Judgment: Consider this person's ability to exercise sound judgment.

__ Shows excellent judgment, very mature

__ Has sound judgment, about average maturity

__ Good judgment, average maturity

__ Questionable judgment

__ Not observed

5. Personality: Consider this person's ability to interact with others socially. Does this person make positive impressions? Do others feel comfortable with this person?

__ Very comfortable socially, outstanding social skills

__ Comfortable socially, good social skills

__ Somewhat uneasy in social situations

__ Poor social skills

__ Not observed

6. Respect for individual differences

__ Open-minded, able to work with others who are different

__ Relatively open-minded

__ Has some trouble working with people who are different than they are

__ Unable to work with difference

__ Not observed

7. Overall Recommendation

__ Highly Recommend

__ Recommend

__ Recommend With Reservations

__ Do Not Recommend

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Summary Comments: