Resident Assistant Application Materials for 2014-2015 Academic Year

Included in this packet:
Timeline for New RA Selection
Important Dates to Remember
RA Application
Two Reference Forms

Questions? Contact:

Jodi Clark
Director of Housing and Residential Life
Phone: x232
Email: jdclark@marlboro.edu
Dear Applicant:

Thank you for your interest in a Resident Assistant position. Please be sure to read all of the information contained in this packet carefully, as it contains specific dates and requirements for the application process and position.

Enclosed in this packet, you will find:

- Timeline for New RA Selection
- Important Dates to Remember
- Resident Assistant Job Description
- Application
- Two Reference Forms

I also encourage you to speak with your current RA or Student Life Coordinator (SLC) to find out more about what the position entails. Remember, too, that there are many resources on campus that can assist you in this process, such as faculty and staff members in addition to your RA or SLC.

Please take special note of the contract dates that are outlined on the next page. I am providing these dates to you ahead of time to help alleviate any scheduling conflicts that may occur. All dates are required for candidates and future staff members. Look them over carefully to make sure you understand the time commitment involved before accepting a position with us.

You may have some initial questions about how an RA position might affect your financial aid package. There are three things to note: the room credit is applied after aid is awarded (or is applied after it has been determined that you don’t qualify for aid), the stipend is part of employment and not related to any financial aid awards/funds, and if you receive a position and were work study eligible, you will no longer be eligible for work study (since this is considered a form of employment). I want to encourage you to speak with financial aid if you still have questions or would like to talk to someone more in-depth about your individual package.

If you have any further questions, please contact me using the information located on the front cover of this packet. I wish you the best of luck in the process and thank you again for your interest in this important leadership position at Marlboro College.

Sincerely,

Jodi D. Clark
Director of Housing and Residential Life

---

**Timeline for New RA Selection**

*(These dates and times are subject to change if necessary.)*

**Week of February 10**
- Applications available online, via current staff members, and in the director’s office (in Mather).

**Thursday, February 20**
- All applications and references must be received by 4:00pm in Mather.
Saturday, February 22
• Individual and group process interviews conducted from 9:30am-Noon.

Friday, March 7
• Letters will be sent to candidates regarding position status.

Monday, March 31
• New RA Contracts due.
• Declare interest if selected as an alternate.

**Important Dates to Remember**
(These dates and times are subject to change if necessary.)

**Contract Dates:**

Tentative Spring 2014:
• April 2014 – in-service for 2014-2015 staff (date to be determined)
• Wednesday, May 7, 2014 – Midnight Breakfast (for current and new staff).

Fall Training (Tentative):
• Friday, August 15, 2014 at Noon – Fall Training begins.

Hendricks Days:
• Monday, October 20 & Tuesday, October 21, 2014 – dorms open; RA duty coverage needed.

Thanksgiving Recess:
• Wednesday, November 26 through Sunday, November 30, 2014 – dorms open; RA duty coverage needed.

Winter Recess:
• RA’s are free to leave after 4:30pm on Thursday, December 18, 2014.

Winter Training:
• Thursday, January 15, 2015 at Noon – Winter Training Begins.

Spring Recess:
• RAs are free to leave after Noon on Saturday, March 14, 2015.
• RAs must return by 1:30pm on Sunday, March 29, 2015.

End of Year Closing:
• RAs are free to leave after 4pm on Sunday, May 17, 2015.
Housing and Residential Life
Resident Assistant Job Description

Introduction

Marlboro College seeks to provide students with a clean, safe and secure living environment. The Resident Assistant (RA) plays a critical role in this process. Under the leadership of a Student Life Coordinator (SLC), the Resident Assistant works with a dorm to provide the individual contact with students which can be vital to their success. The Resident Assistant must be committed to supporting student growth and to creating and encouraging a sense of community within his/her dorm.

The Job

As the College's representative in the dorms, the Resident Assistant assumes many roles. The RA's responsibilities largely center on establishing and maintaining a dormitory atmosphere that is conducive to residents overall education and development. This involves assisting students on both an individual and group basis.

The Resident Assistant job can generally be described in six areas:

- **General RA Skills**: The RA provides leadership, initiative and support to students. RAs are expected to actively demonstrate positive personal, academic, and job-related behaviors;
- **Helping Skills**: The RA is expected to be available to discuss student concerns and problems, both individually and in groups. The RA is also initiates referrals to the various specialized services available on campus and in the community;
- **Community Development**: The RA provides leadership and support for educational and social activities in the dorms. RAs promote an atmosphere where students are able to grow both academically and personally;
- **Community Constitution and By-Laws**: The RA is expected to actively promote and support policies outlined in the Marlboro College community constitution and by-laws. This necessitates that the RA be thoroughly familiar with the constitution and by-laws, as well as the procedures for mediating disputes, understanding policy and reporting incidents.;
- **Preparation and Planning**: RAs are responsible for establishing dorm charters, as well as preparing and maintaining their dorm. RAs must complete all required paperwork in a timely and accurate manner; and
- **Teambuilding**: RAs must be able to work with other staff members in a professional manner. They should also be able to provide leadership in their dorms with enthusiasm and spirit.

Responsibilities

1. To assist students:
   a. In adjusting to college and dorm living;
b. By serving as a referral agent for academic and personal concerns; and

c. By being familiar with the services and personnel in the various student support areas (THC, Academic Advising, Financial Aid, etc.).

2. To assist the SLC:

   a. In the overall operation of the residence hall or area;
      i. by serving as a liaison with students;
      ii. by knowing exactly who is living in the dorm so that accurate records may be kept;
      iii. by reporting damage and repair requests promptly and accurately; and
      iv. by being "safety-conscious" and aware of possible fire or health hazards.

   b. By supporting College policies and procedures; and

   c. By completing all paperwork as needed.

3. Duties and expectations:

   a. To return to campus prior to the opening of school for fall training and mid-year training;

   b. To attend in-service training sessions and weekly RA meetings;

   c. To attend all regularly scheduled staff meetings throughout the year;

   d. To be "on duty" as assigned on a rotating basis with other Resident Assistants;

   e. To be available for spontaneous discussions, individual meetings, referrals, and other such functions that require an RA's time and attentiveness;

   f. To hold regularly scheduled dorm meetings in order to collect/disseminate information, brainstorm programming ideas, and promote a sense of community;

   g. To visit with residents on a regular basis;

   h. To facilitate dorm programming on a regular basis to promote a positive dorm community atmosphere;

   i. To work with the SLC to establish individual goals, and to work with the SLC to establish an understanding of the individual expectations for the position;

   j. To participate in an individual evaluation session each semester with the Director of Housing and Residential Life. These sessions are designed to provide positive feedback and constructive criticism relative to the performance and effectiveness of the Resident Assistant. Formal evaluation and assessment of the RA's effectiveness will take place once each semester. While the appointment is usually designed as a two-semester appointment, confirmation of that assignment will be made following each semester's evaluation. If at any point during the year the performance of an RA is such that it is necessary to terminate the appointment, the remuneration will be pro-rated to the effective date of the termination;
k. To keep course work and other commitments, both on and off campus at a reasonable level. Resident Assistants must take a minimum of 12 credit hours per semester, but not more than 18 credit hours. RAs who anticipate involvement in time-consuming activities such as other employment, town meeting, internships, etc., must discuss this in advance with the SLC and Director of Housing and Residential Life;

l. To be in good academic standing upon appointment, and for the duration of time the position is held. Any RA who is placed on AP will be given one semester to be removed from AP;

m. A Resident Assistant must be a sophomore, junior, or senior at the time of employment. Students must also have lived in a dorm/residence hall for a minimum of one semester before starting employment;

n. RAs are assigned to specific dorms and rooms by the Director of Housing and Residential Life. Assignments are based on staffing needs;

o. RAs are free of daily job requirements during College vacation periods. They are, however, required to remain on campus until they complete the dorm closing process. RAs will be expected to return to campus no later than noon on the day which the halls open;

p. In the event of an emergency, the RAs are expected to participate as outlined in the emergency procedure protocols; and

q. To have fun, learn and grow.

Remuneration

Current compensation for RAs includes a room fee waiver and a $1,000.00/semester stipend.

Fall and Winter training are required, but are unpaid. Housing and food will be provided. Pay periods begin when the on call rotation begins with the beginning of each semester.

The room credit is applied after financial aid is awarded (or is applied after it has been determined that you don’t qualify for aid), the stipend is part of employment and not related to any financial aid awards/funds, and if you receive a position and were work study eligible, you will no longer be eligible for work study (since this is considered a form of employment).

Remember to check with Financial Aid if you have further questions about how the remuneration package might affect your current/future Financial Aid package.
Duty Hours

Weeknight Duty
Weeknight duty entails being accessible by phone in your residence hall or area and available for emergencies from 4:30pm to 8:00am on your assigned duty nights.

Weekend Duty
All Resident Assistants will be on duty for the first and last weekends of each semester. All Resident Assistants will work additional weekends throughout each semester. Weekend duty will entail being accessible by phone in your residence hall and available for emergencies.

Holiday and Other Duty Times
All Resident Assistants will return to campus approximately 10 days before residence halls open in the fall. All Resident Assistants must commit themselves to work through the day that the residence halls close each semester.

Process for Termination of an RA

As an employee of the college it is expected that you will fulfill all of the job responsibilities. You are in a leadership position and serve as a mentor for students and are expected to uphold all college policies and procedures. In the event that you are not fulfilling your RA duties or are breaking college policies, bylaws, etc. there may be cause for your termination. Examples include (but not limited to):

- Not meeting the requirement of the position
- Breaking college policy (i.e. – alcohol or sexual harassment)

Possible results:

- Verbal reprimand
- Written letter – probationary period
- Asked to resign
Housing and Residential Life
Application for 2014-2015 Positions

(Please type or print neatly.)

Personal Data:

Name: _______________________________ Class Year: __________________

Dorm: ____________________________ Box #: __________ Email: ___________@marlboro.edu

Cell Phone: ________________________ Dorm/Local Phone: ______________________

Will you be available for both fall and spring semester? ☐ Yes ☐ No

- If no, indicate which semester you will be on campus. ☐ Fall 2014 ☐ Spring 2015

Are you available to attend the Group Process Interview on Saturday, February 22nd from 9:30am-12pm? (Please circle one) Yes ☐ No ☐

Please rank order (1-4) the following housing designations indicating your desire to serve as an RA in each:

☐ Quiet ☐ Chem Free

☐ Undesignated ☐

Your input is valued but it is important to keep in mind that RA placement is a complicated process and will juggle many priorities at one time. Your flexibility and willingness to serve as an RA must outweigh your desire to live in a specific building. Feedback will inform placement, but will not dictate it. Several hires may express an interest in the same type of designation or building or the committee may see potential for a candidate to succeed in an area they have not considered.

References:

List the names of people from whom you have requested references from. Please note that references are due February 21st at 4pm to the director in Mather. In addition to the two references you are providing, we may contact other college faculty and staff as a reference.

Name: _______________________________ Phone: ______________________

Name: _______________________________ Phone: ______________________

By submitting this application, I give my consent to a check of my semester and cumulative grade point averages up to and including the time of application, and including all subsequent semesters in the future if hired. In addition, I understand that this document and supporting materials are part of an application for employment, separate and apart from my permanent educational record and not subject to my inspection.

Signature: _______________________________ Date: ______________________
Work Experience:

List present employment and volunteer experiences along with other current time commitments

<table>
<thead>
<tr>
<th>Nature of Work</th>
<th>Employer</th>
<th>Dates of Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Leadership Experience:

List and describe any experience(s) you have had serving in a leadership role, especially within the past three years, that serve(s) as a foundation for taking on a leadership position within the dorms. (You may include both activities here at Marlboro and non-Marlboro activities.)

Advising/Counseling Experience:

List and describe any experience(s) you have had serving in an advising or counseling role that could relate to the academic and counseling services a Resident Assistant provides for his/her dorm.

Short Answer Questions (use additional paper, if necessary):

1. What do you think a Resident Assistant position means to his/her residents?
2. Valuing all members of the Marlboro Community by showing appreciation and openness to differences among people is an important part of the RA position. How would you communicate your level of openness to your residents?

Remember to check with Financial Aid to determine how the compensation package might affect your current/future Financial Aid package.
Housing and Residential Life
Resident Assistant Reference Form – 2014-2015 Positions

To be completed by Applicant:

Applicant’s Name: ________________________________

Check One:

☐ I waive my right of future access to the contents of this reference form.

☐ I do not waive my right of future access to the contents of this reference form.

Applicant’s Signature: ___________________________ Date: ________________

Person Completing this Form: ______________________ Phone: ______________

Title: ___________________________ Dept. or Address: ______________________

Thank you in advance for your time and assistance in this process. Please return this form in a sealed, signed envelope by 4pm on February 21, 2014 to:

Jodi Clark, Director of Housing and Residential Life
Marlboro College
PO Box A
Marlboro, VT 05344-0300
Fax: 802-257-4154

The applicant named above is applying for a Resident Assistant (RA) position. They work in an advisory capacity for a dorm ranging in size from 10-30 students. Responsibilities can be described in six areas: general RA skills (i.e. leadership), helping skills, community development, community constitution and by-laws, preparation/planning dorm charters and teambuilding. Strong candidates are mature, dependable, responsible, sensitive, and serve as positive role models and leaders for the college.

Please describe how long and in what capacity you have known this applicant and address his/her strengths and areas of improvement as they relate to the RA position.
Please evaluate the candidate in each of the statements listed below. If you are unable to make an evaluation of a statement, indicate NBO (No Basis for Observation). The scale is:

<table>
<thead>
<tr>
<th></th>
<th>Poor</th>
<th>Fair</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Performs tasks promptly and accurately.
- Gets along with peers.
- Communicates well.
- Remains calm and clear-headed in stressful situations.
- Is tolerant of others’ ideas and opinions.
- Budgets time well and establishes priorities.
- Readily assumes responsibility.
- Is a good listener.
- Functions well as a leader of a group.
- Accepts suggestions/feedback and directions well.
- Takes action when appropriate.
- Is well informed about the college.
- Is firm and assertive when appropriate.
- Has a good sense of humor.

Additional Comments:

Please check one:

- [ ] I recommend the applicant without reservation.
- [ ] I recommend the applicant, but I do have the following reservation(s) outlined below:
- [ ] I do not recommend the applicant for the following reason(s) outlined below:

Reservation(s)/Reason(s):

Signature: ___________________________ Date: ___________________
Housing and Residential Life
Resident Assistant Reference Form – 2014-2015 Positions

To be completed by Applicant:

Applicant’s Name: ______________________________________________________________

Check One:

☐ I waive my right of future access to the contents of this reference form.

☐ I do not waive my right of future access to the contents of this reference form.

Applicant’s Signature: ___________________________ Date: ________________

Person Completing this Form: ___________________________ Phone: ___________________

Title: ___________________________ Dept. or Address: ___________________________

Thank you in advance for your time and assistance in this process. Please return this form in a sealed, signed envelope by 4pm on February 21, 2014 to:

Jodi Clark, Director of Housing and Residential Life
Marlboro College
PO Box A
Marlboro, VT 05344-0300
Fax: 802-257-4154

The applicant named above is applying for a Resident Assistant (RA) position. They work in an advisory capacity for a dorm ranging in size from 10-30 students. Responsibilities can be described in six areas: general RA skills (i.e. leadership), helping skills, community development, community constitution and by-laws, preparation/planning dorm charters and teambuilding. Strong candidates are mature, dependable, responsible, sensitive, and serve as positive role models and leaders for the college.

Please describe how long and in what capacity you have known this applicant and address his/her strengths and areas of improvement as they relate to the RA position.
Please evaluate the candidate in each of the statements listed below. If you are unable to make an evaluation of a statement, indicate NBO (No Basis for Observation). The scale is:

<table>
<thead>
<tr>
<th>1</th>
<th>Poor</th>
<th>2</th>
<th>Fair</th>
<th>3</th>
<th>Average</th>
<th>4</th>
<th>Good</th>
<th>5</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Performs tasks promptly and accurately.
- Gets along with peers.
- Communicates well.
- Remains calm and clear-headed in stressful situations.
- Is tolerant of others’ ideas and opinions.
- Budgets time well and establishes priorities.
- Readily assumes responsibility.
- Is a good listener.
- Functions well as a leader of a group.
- Accepts suggestions/feedback and directions well.
- Takes action when appropriate.
- Is well informed about the college.
- Is firm and assertive when appropriate.
- Has a good sense of humor.

Additional Comments:

Please check one:

- [ ] I recommend the applicant without reservation.
- [ ] I recommend the applicant, but I do have the following reservation(s) outlined below:
- [ ] I do not recommend the applicant for the following reason(s) outlined below:

Reservation(s)/Reason(s):

Signature: ___________________________ Date: ___________________________