

Resident Assistant Job Description

- I. Minimum Requirements
 - a. Completion of a minimum of 30 credit hours.
 - b. Be in good disciplinary standing with Indiana University South Bend.
 - c. Maintain a 2.5 cumulative GPA the semester before being hired and each semester during the term of employment. Each semester of employment, applicant must achieve a minimum 2.0 GPA. Resident Assistants must maintain full-time student status (12 undergraduate hours or 8 graduate hours) during fall and spring semesters.
 - d. Attend training workshops as scheduled by the Office of Housing and Residential Life.
 - e. Work with other Housing and Residential Life staff members. Be aware of responsibilities and general procedures for maintenance and custodial services, housing assignments and administrative office duties.
 - f. Be aware of physical environment and layout of River Crossing Campus Apartments complex and grounds.
 - g. Develop and maintain working relationships with Housing and residential Life Staff and other campus personnel.
- II. Develop and maintain contact with residents.
 - a. Serve as a positive role model for other students.
 - i. Follow campus rules and regulations, as well as local, state and federal laws.
 - ii. Be sensitive to those who bring academic, personal or other concerns to your attention.
 - iii. Maintain confidentiality with regards to a resident's personal concerns.
 - iv. Attend complex events and activities.
 - b. Get to know residents in your area.
 - i. Identify residents with special health concerns.
 - ii. Observe general behavior and group dynamics of residents.
 - iii. Get to know residents through formal and informal contact.
 - iv. Have interactions with each resident in area at least once every two weeks.
 - v. Refer residents to appropriate campus resources.
 - c. Assist residents.
 - i. Be accessible during check-in and check-out periods, as well as other time periods deemed necessary.
 - ii. Know and communicate campus and community resources.
 - iii. Assist residents with general questions and concerns.
 - d. Assist in creating a housing community leadership team.
 - i. Communicate with student leaders.
 - ii. Encourage participation in activities.
 - iii. Serve as a resource person.
 - iv. Encourage leadership development through programming opportunities.
- III. Maintain a living environment that is conducive to accountability for actions.
 - a. Mediate roommate and personal conflicts.
 - b. Make residents aware of Housing and Residential Life and IUSB policies and regulations.
 - c. Enforce and support regulations and report incidents to the Assistant Director or Director, or other appropriate University officials.
 - d. Maintain an environment conducive to sleep and academic pursuits.
 - e. Create an atmosphere where the rights of all residents are respected and valued.

- IV. Develop a residential community
 - a. Plan and facilitate area meetings.
 - b. Plan and attend educational, social diversity and recreational programs, service projects and activities.
 - c. Be aware of campus activities and encourage residents to participate.
- V. Fulfill administrative responsibilities
 - a. Meet regularly with other staff members or other officials to discuss activities, concerns and accomplishments of residents in your area.
 - b. Keep the Assistant director informed of resident needs, upcoming activities and behavioral concerns.
 - c. Work with custodial and maintenance staffs, administrative office staff and other University administrators.
 - d. Assist in conducting health and safety inspections.
 - e. Check-in and check-out residents.
 - f. Secure building master keys.
 - g. Participate in RA on-call and duty responsibilities.
 - h. Fulfill responsibilities to work front desk in Community Building.
 - i. Assist with recruitment and selection of new Resident Assistants.
- VI. Other responsibilities
 - a. Be available as early as August 16, 2009 and as late as May 12, 2010
 - b. When residents are present during break periods, some staff will be required to remain on-campus.
 - c. Based on job performance, Resident Assistants are expected to remain in positions until the end of the 2009-2010 academic year.
 - d. Resident Assistants are advised to spend up to five nights per month away from campus – however, time away must be approved in advance and needs to allow for at least 50R% of the staff to be on campus at all times.
 - e. The position will require evening and weekend time commitments.
 - f. Resident Assistants are expected to be in their apartments and available for residents on a frequent basis. This is especially critical during building opening sand closings and during the first few weeks of classes.
 - g. Resident Assistants are generally not allowed to maintain other outside employment. Additionally, major outside commitments must be approved by the Assistant Director.
 - h. Re-appointment decisions will be based on job performance and needs of the department.

This job description is intended to indicate the types of tasks that will be required and should not be construed as declaring what the specific duties and responsibilities will be. It is not intended to limit or in any way modify the right of a supervisor to assign and direct work.

Resident Assistant Application

Housing and Residential Life ■ live@iusb.edu ■ www.housing.iusb.edu

Indiana University South Bend requests this information for the purpose of processing your employment application. The information on your application will not be shared with persons outside IU South Bend. Responses to all items are required. If you fail to provide the required information, your application may not be considered.

PERSONAL INFORMATION Please print clearly in blue or black ink

University ID # _____

Legal First Name Middle Name Last Name Previous last name(s) if any Sex (M/F)

Date of Birth Age Cellular Phone University E-mail Address

Present Address City State Zip/Postal Code

Permanent Address City State Zip/Postal Code

Class Standing Beginning August 2009: ___Sophomore ___Junior ___Senior ___Graduate ___Other

Major(s): _____ Expected Graduation Date: _____

Is your cumulative GPA at least 2.50 (on a 4.00 scale)? ___Yes ___No

Have you ever been the subject of disciplinary action by IU South Bend or another college or university? ___Yes ___No

Resident Assistants are required to live in River Crossing Campus Apartments.

Are you able to comply with this requirement? ___Yes ___No

WORK EXPERIENCE Please list most recent experience first.

Employer Position Dates Employed

LEADERSHIP POSITIONS AND EXTRACURRICULAR ACTIVITIES

Organization Leadership Positions Dates of Involvement

Please describe any additional commitments for the 2009-2010 academic year:

CANDIDATE ESSAY QUESTIONS

Use a separate sheet of paper to answer the essay questions. Please type your responses.

Part One: In 500 words or fewer, describe the ideal on-campus community. What is your role, as a Resident Assistant, to create this community? Provide three specific examples.

Part Two: In 300 words or less, discuss three qualities and skills you think best represent the attributes you would bring to the Resident Assistant staff.

REFERENCES

List two references below. The Office of Housing and Residential Life recommends that at least one reference be from a former employer, academic advisor or other Indiana University faculty or staff member.

Name	Job Title	Contact Number
_____	_____	_____
_____	_____	_____

Complete the first section of the reference form before forwarding to your reference. Your application will not be complete unless the application form and two reference forms are received. Return application and reference forms to:

Indiana University South Bend
Office of Housing and Residential Life – RA Selection
Community Building 110
1700 Mishawaka Avenue
P.O. Box 7111
South Bend, Indiana 46634-7111

APPLICANT SIGNATURE REQUIRED

By signing this application, I authorize the Office of Housing and Residential Life at Indiana University South Bend to obtain academic information from the Registrar's Office in order to verify my academic standing. The items specifically to be released are my cumulative Indiana University South Bend grade point average, the previous session of enrollment grade point average and the number of credit hours. This information will be kept confidential and will not be disseminated without authorization. I certify that all of the information contained in this application is true and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts on my part will be justification for separation if employment by Housing and Residential Life. I authorize Housing and Residential Life to check my references. I understand that this position may require a criminal background check and will be conducted only on candidates of choice according to University policy.

Signature

Date

Resident Assistant Reference Form

Housing and Residential Life ■ live@iusb.edu ■ www.housing.iusb.edu

Indiana University South Bend is an affirmative action/equal opportunity employer. Minority group members, women and disabled individuals are encouraged to apply.

Name: _____ University ID # _____

I, the applicant, authorize the individual below to provide information on this form for the purpose of evaluating me for employment as a Resident Assistant.

Applicant's Signature: _____ Date: _____

Based on your interactions with the applicant, please check the box which best represents the applicant's performance.

	Very Poor	Poor	Fair	Good	Very Good	Unable to Rate
Reliable						
Self-Motivated						
Communicates clearly						
Decision-making skills						
Concern for others						
Positive role model						
Ethics and integrity						
Cooperative/team player						
Leadership abilities						
Maturity level						
Adapts to new situations						
Manages time effectively						

Please circle your overall recommendation of this applicant.

Highly Recommend
 Recommend
 Recommend with Reservation
 Do Not Recommend

Signature: _____ Date: _____

Name: _____ Title: _____

Return to: Indiana University South Bend
 Office of Housing and Residential Life – RA Selection
 Community Building 110
 1700 Mishawaka Avenue
 South Bend, Indiana 46634-7111
 Fax: 574.520.5806

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