



## Residential and Commuter Life

### New RA Candidate Information

The Resident Assistant holds a critical role within Residential and Commuter Life. Resident Assistants (RAs) are the front line in responding to academic, social, and personal concerns of residents living in our communities. We rely heavily on our RAs to build strong relationships with residents, facilitate communities of engaged students, and respond to crisis and emergency situations. Students in these positions are expected to be good communicators, excellent role models, and excited to work with their peers!

We appreciate your interest in working on the Residential and Commuter Life team. Should you have any questions concerning the application process please email us at [housing@marian.edu](mailto:housing@marian.edu).

### The Position

The RA is a paraprofessional member of Residential and Commuter Life who is trained to function as a peer mentor, community builder, and resource person to a group of undergraduate residence hall students. Each RA lives on a floor or "wing" with 15 to 50 students and is expected to carry out certain administrative, programming, and educational functions as outlined below. The RA reports directly to the Area Coordinator (AC) of the hall and is accountable to the Director of Residential and Commuter Life. The RA is a student administrative official of the University.

### Minimum Qualifications

- 1) Attain sophomore class standing by the time of appointment.
- 2) Must be in good social and academic standing. Cumulative GPA minimum of 2.5 at time of application and during employment.
- 3) Must be a full-time Marian University student.
- 4) Must have at least 1 semester of live-in experience at a college or university.
- 5) Must attend 1 RA Information Session
- 6) Must attend the Group and Individual Interview Day (new applicants only) if invited to attend by meeting all application requirements.
- 7) Must be available for entire duration of the following training dates if hired for the position:
  - RA Pre-Training (RAP) – One Sunday in Mid-April from 1 p.m. – 7 p.m.
  - RA Orientation (RAO) beginning early August
  - Mid-Year RA Orientation (MYRAO) beginning early January

### Application Timeline

- November 1: Applications available on HandShake at [www.marian.edu/the-exchange/handshake](http://www.marian.edu/the-exchange/handshake).
  - Application must be filled out (including all supplemental questions).
  - Two letters of recommendation are required: one from a current housing staff member and one additional letter.
- Application and all supporting materials due the last Friday in January by 12 p.m. (noon).
- RA Information Sessions (All Candidates Must Attend One).
  - November – January (various nights and locations)
- The Group and Individual Interview Process will occur on the second Saturday in February from 9 a.m. – 5 p.m.. Qualified candidates invited to attend must participate in order to be eligible to be hired.
- Acceptance, denial, or alternate letters will be delivered to your campus mailbox and emailed the Friday following the RA interview process.
- Students accepting the RA position MUST notify (via an acceptance letter sent to [housing@marian.edu](mailto:housing@marian.edu)) if they are accepting by the next Friday by 5:00 p.m.
- Hired RAs must attend the following training sessions\* [**MANDATORY** without exceptions]:
  - RA Pre-Training (RAP) – One Sunday in Mid-April from 1 p.m. – 7 p.m.
  - RA Orientation (RAO) beginning early August
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### **Housing Populations**

*Alverna Community* – This community is designed to allow students to spend time learning more about and developing their own faith among other students interested in a similar experience. Students in this community focus on celebrating the traditions, customs, and practices of not only the Catholic faith, but other faiths as well. Students in this community commit to working together to put on activities and events that reflect this commitment.

*Honors Community* – This living-learning community will welcome the newest class of first-year honors students admitted into the Honors Academy. These students will participate in activities and events developed to meet their academic and social needs as Honors students.

*Peace and Justice Community* – This living-learning community is available to first-year students. These students participate in activities and events centered on social justice and advocacy in partnership with the Dorothy Day House of Peace and Justice.

*First Year Students* – These students live in both Doyle and Clare Hall and need energetic and high-energy staff members who are ready to welcome them with open arms and assist them in transitioning into the university on academic, social, and personal levels. These communities will focus heavily on getting students connected to resources and opportunities across campus.

*Upper-Class Students* – These students typically live in Clare, University, and Drew Halls. Student staff who are excited to work with peers who are gearing up for internship, study abroad, and career preparation are ideal for this community as these students are focusing on the next step of their college careers.

### **Terms of Employment**

The position is for the academic school year (9 months) with the opportunity for reappointment. In addition, all staff members must participate in training sessions prior to the beginning of each semester and must stay late to close buildings during vacation periods.

### **Stipend**

First year appointment: Free single room, free parking pass, and \$600 stipend (\$300.00 per semester).

### **Responsibilities**

#### ***Administration and Management:***

- Verify condition of each room on your floor at the beginning of the academic year and when students leave the residence hall room. Complete a Room Inventory Form for each resident on your floor/wing.
- Assume "on-call" responsibility on a rotating basis as determined by the Area Coordinator.
- Assist the Area Coordinator in the opening and closing of the halls before and after vacation periods.
- Assist the Area Coordinator in facilitating room changes within the community.
- Assist the Area Coordinator in implementing security procedures (i.e. locking of doors, safeguarding University property, etc.) and in educating students on protecting their own personal safety and property.
- Assist the Area Coordinator in implementing check-in/check-out procedures and key distribution and collection for University students and guests.
- Make regular health and maintenance inspections in your wing and report damages and maintenance needs promptly to the Area Coordinator and appropriate maintenance personnel.
- Perform other duties as assigned by the Area Coordinator or Director of Residential and Commuter Life.



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#### **Community Development:** Academic, Cultural, Social, and Spiritual

- Be aware of the overall welfare of students on your floor and refer those needing assistance.
- Encourage student participation in educational, social, and cultural programs on campus and in the community.
- Promote the activities, events, and programs of all University offices, and student organizations.
- Help students develop effective study and personal habits.
- Provide academic, cultural, social, and spiritual programs and activities in your residence hall, and for the overall campus community.
- Involve faculty, staff, administration, and community members whenever possible and beneficial in hall and floor activities.
- Develop relationships with students, and promote a hall community that is conducive to the overall success of students.

#### **Discipline:**

- Maintain an orderly environment in the residence hall and the floor to which you are assigned.
- Interpret and explain University policies, procedures, and regulations to students and guests.
- Serve as an appropriate role model (both on and off campus) for other students. Observe all rules and regulations of the university and department.
- Encourage students to accept responsibility for their own behavior and the benefits of a positive and orderly community.
- Consult regularly with the Area Coordinator concerning disciplinary procedures and problems in the hall.
- Follow appropriate disciplinary procedures (i.e. confrontation, documentation, follow-up), while addressing and reporting University and residence hall rule violations.

#### **Counseling and Crisis Management:**

- Be available to students in your room and be seen frequently on your floor and in the hall. Refer students to the appropriate campus and community offices and agencies (i.e. Campus Police, Counseling and Consultation Services, Academic Advisor.)
- Identify and address emergency situations and student behavior. Follow up and refer to the appropriate offices as needed or directed.
- Serve as a mandatory reporter for incidents related to Title IX, violence, and sexual misconduct.
- Assist the AC, RAs, Assistant Director, Director of Residential and Commuter Life, and Campus Police in conducting building evacuations and managing all student, facility, and university emergencies.
- Keep the Area Coordinator and your staff informed of all student concerns and crises. Provide support and assist others when called upon.

#### **Miscellaneous:**

- Keep AC advised of problems and successes you are experiencing on a regular basis.
- Observe professional ethics in your relationship with other students and staff (i.e. observe the principles of confidentiality, integrity, and positive role modeling.)
- Participate in all in-service training sessions and regular staff meetings, RA preparation, RA Pre-Training, and the RA Orientation session held at the beginning of each semester.
- Accept no other employment/internship on or off campus, without approval of the Area Coordinator.