

Resident Assistant Application



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 brand new community offers you the special chance to make an enormous and positive impact on the success of your fellow students!

Important Dates to Remember

Monday, February 1st :

Applications Available

The Summit Housing Office) Frese Hall 102, Student Life 310, or The Summit website (<http://www.thesummitatqc.com/>)

February 2, 4 (Tues, Thurs): 6pm
February 8, 10 (Mon, Wed): 12:30pm

Information Sessions (Applications available)
Flex Space at the Summit

Friday, February 19th:

Completed Applications due **BY 1:00pm** @ The Summit Housing Office
Late applications will not be considered initially.

February 24th-March 4th:

Interviews conducted. Candidates invited to interview via email.

Week of March 1st:

Group Process Conducted :
Tues. 3.2.10 @ 6pm or Fri. 3.5.10 at 1pm. ***Please note that interview AND Group Process are MANDATORY**

Friday, March 12th:

Candidates informed of job offer status via email

Your **completed** application should contain:

- ✓ Application - enclosed
- ✓ Signed and completed Work History form - enclosed
- ✓ Case Study Questions – enclosed
- ✓ Resume
- ✓ List of References

Please feel free to contact us if you have any questions. We are located on the first floor of the Summit. You may also call or email us: 718.997.4881 or QC.TheSummit.Housing@qc.cuny.edu

Thank you for your interest and good luck!

Resident Assistant Application

Please type or print clearly in blue or black ink.



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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Work History

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: _____



Resident Assistant Application

Please type on additional pages.

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

1. How would you describe a Resident Assistant to a parent?
2. Define a residence hall community and how you believe an RA can impact the community.
3. If hired, what goals would you set for yourself and your community (floor and larger Summit community)?
4. What issues do you think freshmen and upper-class students will face living on-campus?

Resident Assistant
Capstone On-Campus Management, LLC
Job Description

Job Title: Resident Assistant

Reports To: Assistant Director of Housing and Residence 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

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

Safety and Security

- Be familiar with The Summit Rules and Regulations, Queens College and CUNY guidelines and policies and the Resident Assistant Manual.
- Interpret and enforce college and Residence Hall regulations and policies.
- Learn and implement building-wide emergency response procedures.
- Invite and include Queens Public Safety officers in programming.
- Complete and submit Incident Reports immediately following an incident.
- Respond to situations needing attention (whether or not on duty or in your assigned building).
- Observe residents to identify emotional, relationship, psychological, academic or social problems. Intervene appropriately or report, as needed.

Programming

- Coordinate and complete at least four (4) programs per semester.
- Encourage and involve residents to develop and implement programs.
- Complete and submit a *Program Proposal* at least three (7) days in advance of program.
- Purchase approval must be obtained in advance from supervisor.
- Evaluate and complete *Program Evaluation* within three (3) days of program completion.
- Submit programming receipts to supervisor within 24 hours of purchase.

Facility Management

- Assist with room condition assessments prior to Move-In and after Move-Out.
- Collect completed Room Condition Reports following Check-In.
- Assist with the opening and closing of the buildings.
- Conduct health, safety and maintenance inspections as scheduled and follow-up accordingly.

- Report maintenance concerns for your floor and the buildings.

Administrative

- Participate in training and administrative tasks which occur prior to classes beginning and after classes end.
- Maintain confidentiality. Informing your supervisor is not a breach of confidentiality and RAs are expected to keep their supervisors apprised of any potential problem. Compromising confidentiality could result in the immediate termination of employment.
- Perform administrative duties in a thorough and timely manner, including, but not limited to, preparing bi-weekly reports, occupancy reports, damage billing, surveys, and reporting of maintenance issues.
- Participate in RA selection, training, and other events as assigned.
- Attend all in-services, meetings, and events as assigned. This will generally include three (3) in-services a semester, bi-weekly meeting with supervisor and weekly staff meeting.
- Use Facebook and other on-line community groups in a befitting way to be a positive role and student leader. Inappropriate comments, photos or posting could result in termination of Resident Assistant position.
- Consult with supervisor prior to discussing community related issues with the press (Queens, local or national).

Duty

- Staff coverage/duty will be required during academic calendar break periods (holidays and extended time). Schedule will be determined by the staff.
- Participate in on-call duty rotation for both buildings (requires walking outside to access 2nd building).
- Use duty cell phone in professional manner and for business purposes only.
- Pick-up and return duty cell phone at assigned times.

Requirements for employment

- Maintain a cumulative GPA of 2.5 prior to and during RA term.
- Maintain full-time enrollment and “good standing” with the college.
- May not hold additional employment exceeding 20 hours per week and must have supervisor approval. Supplemental employment must work around RA obligations.
- Maintain less than 18 credit hours (12 hours for grads) unless prior approval has been granted by supervisor.
- Sophomore class standing prior to commencement of RA term.
- May not participate in an internship/student teaching without prior approval from supervisor.
- May not hold major office in student government without prior approval from supervisor.
- Perform other duties as assigned by supervisor.

Expectations

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

Compensation

- Single Efficiency Apartments (\$6,875 per semester)



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Please type or print clearly in blue or black ink.

Reference Information

Please list the name, phone number, and email address of three people we can contact to discuss your potential performance as a Resident Assistant. One person must be a member of the Queens College faculty or staff. Other appropriate people to list include: supervisors at off-campus jobs, clergy members, or any other person that has had contact with you in a professional or leadership fashion. You may not use family members as a reference.

Contact #1:

Name

Relationship to Applicant

Phone Number

Email Address

Contact #2:

Name

Relationship to Applicant

Phone Number

Email Address

Contact #3:

Name

Relationship to Applicant

Phone Number

Email Address