

HEAD RESIDENT ASSISTANT APPLICATION

“An Exciting and Rewarding Opportunity Awaits You!”



WHEN SPRINGFIELD COLLEGE IS COUNTING ON YOU, IT'S BEST TO COME PREPARED

ACCELE-*RA*-TE YOUR LIFE!!!

HEAD RESIDENT ASSISTANT APPLICATIONS
AVAILABLE ONLINE: DECEMBER 7, 2009
COMPLETED APPLICATIONS DUE JANUARY 15, 2010

Your Journey Begins Now.....

**SPRINGFIELD COLLEGE
HEAD RESIDENT ASSISTANT CHECKLIST**

1. Please type or print legibly when filling out your application.
2. Complete the application thoroughly and accurately.
3. Please list two references (they can be from current professors at Springfield College or outside sources. No family or friends please!).
4. Please include a copy of your professional resume with your application (this can be found through SC WEB)
5. Please attach a copy of your unofficial transcript(s).
6. Letters will be sent to notify applicants of interview logistics.
7. If desired, you may include a letter of recommendation from a professor, coach, supervisor, or other person who can vouch for your character. A letter of recommendation is optional.
8. Return your application to the Office of Residence Life, located in the Student Union by January 15, 2010.

Remember:

1. A minimum 2.5 cumulative G.P.A. is required to apply for the position.
2. Candidates must be a current Springfield College student and current Resident Assistant in order to apply.
3. Candidates must be eligible to register for Fall classes during April of 2010 and they must be a registered student in both Fall and Spring Semesters.

Best wishes and thank you for applying!

Please attach resume

Application Due: February 9, 2010

2010 HEAD RA SELECTION TIMELINE

It is imperative that the following time schedule be closely adhered to in order to facilitate the selection process. The cooperation and promptness of all applicants is expected and will be greatly appreciated. The following is a timeline of the selection process. Please follow this timeline extremely carefully and be sure to have everything in on time.

December 7, 2009 – Head RA Applications are available on-line and in various Residence Halls.

January 15, 2010 - ***FINAL DATE*** to submit a completed application. A completed application will include:

- a. Completed application
- b. Current resume
- c. Attached copy of your unofficial transcript
- d. Attached and completed application question responses; and
- e. An attached ***optional*** letter of recommendation from someone external of Residence Life in support of your candidacy to be a Resident Assistant.

January 24, 2010 – Head Resident Assistant Presentation and Panel (individual appointment notification letters will be mailed electronically by committee)

January 25, 2010 – Head Resident Assistant Presentation and Panel (Make Up)

January 27, 2010 – Head Resident Assistant Decision/Placement Letters will be mailed out

February 5, 2010 – All Head Resident Assistant Acceptance Letters due by 4:00 pm

March 4, 2010 – 2010-2011 Contract Signing Social (information will be emailed)

HEAD RESIDENT ASSISTANT JOB DESCRIPTION

The Head Resident Assistant (HRA) is a Resident Assistant with at least one year of experience in the Office of Housing & Residence Life, having all of the responsibilities of a Resident Assistant (RA) as they are outlined in the RA Agreement Contract. The HRA provides administrative and personal leadership in the assigned residence hall/apartment complex as well as the HRA acts as a liaison within the staff of RAs and Assistant Resident Director/Resident Director (ARD/RD).

Appointment as a HRA is based on leadership capabilities and a willingness to assume additional responsibilities. The HRA is bound by the terms and conditions of employment as stated in the Resident Assistant Agreement Contract and Job Description outlined in the Resident Assistant Manual. In addition, the HRA is responsible for the following:

- Facilitation of communication among students, RAs and Directors. The HRA keeps the ARD/RD informed of all problems and potential concerns in the residence hall/apartment complex.
 - Helping to create and maintain a viable, cohesive residence hall staff.
 - Working with individual RA to resolve floor/section problems.
 - Acting as a liaison with the Office of Housing & Residence Life.
 - Establish and maintain the RA residence hall duty schedule and to assist in securing a substitute RA if once cannot meet his/her obligation.
 - Assist the ARD/RD with the planning/implementation of staff development programs.
 - Serves as a resource to generate appropriate topics and marketing strategies.
 - Attend scheduled residence hall staff meetings
 - a) HRA should notify RAs of all staff meetings and update staff when changes occur. Additionally, the HRA will assist the ARD/RD with the preparation of agenda topics for the meeting.
 - b) HRA will assist the ARD/RD with the recording of minutes from staff meetings and to distribute the minutes to staff.
 - c) HRA will facilitate staff meeting in the absence of the ARD/RD.
 - d) HRA will maintain objectivity when difficult items of discussion occur during the meeting.
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- HRA and the ARD/RD will meet regularly to discuss hall, staff or student issues.
 - Understand College policies and is familiar with the residence hall/apartment complex facilities.
 - Serves as the representative in the absence of the ARD/RD.
 - Actively participates with Hall Council.
 - Follow up with staff regarding security and maintenance issues
 - Attend HRA meetings as scheduled by the Office of Housing & Residence Life.
 - Participate with special projects or serving on ad hoc committees (i.e., evaluation of RAs, RA selection process, ARD/RD search).
 - Exhibit positive attitude and appropriate role model demeanor.
 - Support the academic mission of the College by demonstrating academic success and commitment to academic achievement.

Compensation: Each HRA will receive room/apartment, partial board plan and a stipend of *\$200.00 per semester (*Note: Co – HRA will each receive \$100.00 per semester).

Please attach resume

Application Due: February 9, 2010



OFFICE OF RESIDENCE LIFE
 Resident Assistant Recruitment Team
 Fall 2010 Search
 263 Alden Street Springfield, MA 01109
 (413) 748-3330

APPLICANT INFORMATION						
Last Name		First Name		M.I.	Date	
		Mailing Address Information				
Phone		E-mail Address				
Springfield College ID Number			Date of Birth			
		Personal Information				
What is your current classification (sophomore, junior, senior)? _____ What is your current major? _____ Anticipated date of graduation from Springfield College: _____						
PLACEMENT PREFERENCE						
<p><i>The buildings that are currently searching for Resident Assistants during the 2010-2011 years include: Abbey-Appleton Hall, Alumni Hall (males only), Gulick Hall, International Hall, Lakeside Hall, Massasoit Hall, and Reed Hall respectively. The committee is requesting that you provide us with your top three preferences below, however, please be advised that placement will be based on departmental needs and candidate strength. For additional information regarding our residence halls, please see visit our website prior to making your preference rankings.</i></p>						
Preference #1						
Preference #2						
Preference #3						
REFERENCES: PLEASE PROVIDE US WITH TWO REFERENCES						
Reference #1		Name: _____ phone: _____				
Reference #2		Name: _____ phone: _____				

PRESENTATION AND INTERVIEW INFORMATION							
<p>1. If selected for an interview, you will be required to provide the panel with a 10-minute presentation on the following topic: "How will you develop your staff and how do you see your role as a Head RA?"</p> <p>Please schedule an interview in the office or Residence Life after January 15, 2010 and be prepared to share your presentation with the panel.</p>							
INVOLVEMENT							
<p>Please share with us your involvement since you arrived at Springfield College (This should include clubs and organizations, volunteer work on and off campus, and sports. Please start with you most recent involvement first.)</p> <hr/> <hr/> <hr/>							
<p>Future Employment: Please list potential employment commitments (this should include work on and off campus you are hoping to hold during the 2010-2011 year)</p> <hr/> <hr/> <hr/>							
<p>Next Year's Extra Curricular Involvements: Please place a check next to any of the following involvements you may have next year at any time. <u>(Please note that due to time constraints, Pre-Camp Leaders WILL NOT be able to hold an RA Position)</u></p>							
<input type="checkbox"/> New Student Orientation		<input type="checkbox"/> Student Government			<input type="checkbox"/> Campus Clubs		
<input type="checkbox"/> On Campus Employment		<input type="checkbox"/> Off Campus employment			<input type="checkbox"/> Volunteer Work		
<input type="checkbox"/> Athletics (Please Specify Which Teams: _____)							
<input type="checkbox"/> Other (Please Specify: _____)							
Clothing Information (please circle)							
T-Shirt Size:	XS	S	M	L	XL	2XL	3XL
Sweatshirt Size:	XS	S	M	L	XL	2XL	3XL
AGREEMENT							
<p>I understand that this application will be given every consideration but is not a promise of employment. I understand that if hired, my employment will be for no definite period. I further understand that I have the right to terminate my employment at any time, and Springfield College has the same right.</p> <p>I certify that all answers to the questions in the application are true, and I further understand that any false statement and/or omission in this application will be sufficient grounds for rejection of the application or for termination of employment without notice. I authorize Springfield College to make any and all necessary and appropriate investigations to verify the information contained herein, including criminal records and work experience checks. References obtained are done so in confidence, and I understand that my rights to review any reference material are waived. I also understand prior to employment, I must provide information related to identity and employability. Failure to provide appropriate documentation for verification of employment eligibility may result in immediate termination of employment.</p> <p>In signing this document, I hereby certify that I have read the above information, that I understand the above information, and that I agree to abide by the above information.</p>							
Applicant Signature: _____				Date: _____			