

# RETURNING 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!!!**

RETURNING RESIDENT ASSISTANT APPLICATIONS  
AVAILABLE ONLINE: DECEMBER 7, 2009  
**COMPLETED APPLICATIONS DUE JANUARY 22, 2010**

*Your Journey Begins Now.....*

**SPRINGFIELD COLLEGE  
RETURNING 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 22, 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 RETURNING 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 – Returning RA Applications are available on-line and in various Residence Halls.

January 22, 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 31, 2010 – Returning Resident Assistant Presentation and Panel (individual appointment notification letters will be mailed electronically by committee)

February 2, 2010 – Returning Resident Assistant Decision/Placement Letters will be mailed out

February 9, 2010 – All Returning Resident Assistant Acceptance Letters due by 4:00 pm

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

**RESIDENT ASSISTANT  
REQUIREMENTS AND JOB DESCRIPTION**

*To qualify to serve as a "Resident Assistant" during the 2010-2011 contractual year, an applicant should:*

1. Have been enrolled in college for at least two semesters (summer sessions do not apply).
2. Have lived in a Springfield College residence hall for at least one year.
3. Have a minimum cumulative GPA of 2.5 or better.
4. Support and comply with the rules and regulations of Springfield College
5. Have been exemplary in their behavior in the residence halls and in academic performance.
6. Not be currently on any type of probation.

**GENERAL EXPECTATIONS**

The role of the Resident Assistant is to help fellow students in their personal and academic development and to aid the College in the overall operation of the residence halls. Both of these aspects of the position will include specific responsibilities that can be described as educational and administrative in nature. The intended outcome is the creation and maintenance of a "sense of community" with an environment that is conducive to growth, learning and meaningful interpersonal relationships. Resident Assistants are supervised by Resident Directors/Assistant Resident Directors and are considered para-professionals of the Student Affairs Staff at the College. It is assumed that those who hold these positions will be able to relate positively to their peers and with the college community. A willingness to participate in activities designed to develop and strengthen such skills as communication, assertiveness/confrontation, crisis intervention/referral, values clarification, etc. is essential. Resident Assistant positions are viewed by the College as leadership and service-oriented, as well as time-consuming. Compensation includes a rent-free room and a partial credit (for RAs in traditional halls) towards their meal ticket for each semester the position is held.

**MAJOR RESPONSIBILITIES**

- A. Function as a catalyst in the personal, academic, and social development of residents (educational functions)
  1. Establish personal contact, be available, and serve as a communicator and liaison with residents and the College.
  2. Provide counseling and/or referral as needed.
  3. Active involvement with educational programming and recreational activities.
  4. Encourage responsible decision-making on the part of all residents.
  5. Promote responsible behavior and respect for the community.
  6. Confront irresponsible behavior in order to provide meaningful accountability, learning, and personal growth.
  7. Aid in the development and functioning of a meaningful governing body, i.e. Senate, Council.
  8. Involvement and participation in weekly staff meetings, floor meetings, monthly in-service training sessions, and orientation programs as scheduled.

- B. Assist in the overall operation of residence hall life (Administrative functions).
1. Responsible for interpreting and upholding college policies as stated in the Student Handbook and "Resident Assistant Contract"
  2. Familiarity with supportive services and staff in the area of Student Affairs, Facilities and Campus Services, Campus Police, and Academic Affairs.
  3. Submit written reports when required and requested, including: student information sheets, incident reports, damage reports, room and lounge inspection sheets, and housing rosters.
  4. Report necessary maintenance and repair requests to the Resident Director for follow-up by Facilities and Campus Services and Residence Life Office.
  5. Work with residents in minimizing vandalism and damage to College and residence hall property.
  6. Function as the R.A. "on duty" during assigned evenings and weekends.
  7. Conduct routine inspections consistent with the development of an environment that is safe and security conscious.
  8. Participate in the R.D. Selection process by conducting interviews and completing applicant's reference forms.

### **ROLE MODEL**

Resident Assistants are expected to be a good role model, which would include but not be limited to, the following:

- Demonstrating good judgment and mature behavior
- Obeying all rules, regulations and policies as stated in the SC Student Handbook
- Obeying all local and federal laws
- Refraining from using or possessing illegal drugs or paraphernalia
- Refraining from drinking alcohol if a minor or abusing alcohol if of legal age

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**

If selected for an interview, you will be required to provide the panel with a 5-minute presentation on one of the following topics:

- What are the top two issues facing Springfield College students and how can you address them in your role as a Resident Assistant
- Devise a plan to address alcohol abuse/underage drinking in the residence halls.
- You have been an RA for at least one semester now. Please plan a two hour in-service which will develop a skill that you believe Resident Assistants need.

Please schedule an interview in the office or Residence Life after January 22, 2010 and be prepared to share your presentation with the panel.

**INVOLVEMENT**

**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.)**

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**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)**

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**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. (Please note that due to time constraints, Pre-Camp Leaders WILL NOT be able to hold an RA Position)**

- |  |  |   |
|--|--|---|
| <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**

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.

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.

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.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_