**BERRY COLLEGE RESIDENCE LIFE – RESIDENT ASSISTANT APPLICATION**

Please complete all sections of this application, **print a hard copy** and return it to the Office of Residence Life located in the Ladd Center, along with two references by 5:00pm Friday, January 27th.

**GENERAL**

Last Name:       First Name:       Middle Initial:       Preferred Name:

Student ID:       Gender:  Career GPA:       Current Class Standing:

Expected Graduation Date:       Major:

Interested in Study Abroad:  If Yes, anticipated semester?

Have you ever been found responsible for violating Viking Code?

(Previous Viking Code violations do not automatically exclude candidates from consideration.)

How did you find out about this position?

[ ]  I am a current RA [ ]  Flyer [ ]  Email

[ ]  Information Session [ ]  Social Media [ ]  RA Recommendation – RA Name:       [ ]  Other:

**CONTACT INFORMATION**

Berry Email:        PO Box:

Current Hall:       Room Number:       Cell Phone:

**AREA OF INTEREST**

Please note that you are not guaranteed a specific residential area. This is only a preference.

[ ]  Ford [ ]  Morgan/Deerfield [ ]  Alternative

[ ]  Morton/Lemley [ ]  Dana/Thomas Berry [ ]  Mountain Campus

**POPULATION OF INTEREST**

Please note that you are not guaranteed a specific community. This is only a preference.

[ ]  1st Year Students [ ]  Upperclassmen Students [ ]  Cottages [ ]  Living Learning Community

**TIME COMMITMENT**

Please list any employment or major time commitments you will have for the upcoming year (i.e. internships, extracurricular activities, athletics, student teaching, etc.) and the estimated number of hours you will be involved in each. Please keep in mind that RA staff meetings are held every Tuesday from 8:00pm-10:00pm.

|  |
| --- |
| FOR OFFICE USE ONLY |
| Date Received | Career GPA | Judicial Clearance |
|  |  |  |

**RESUME**

Please include a professional resume that will address the following areas: employment, student involvement, and service. You must also have a resume on file with the Career Center that is approved for Level 4 and 5 student work. If you do not have a resume on file with the Career Center, please submit a separate resume from the one you include with this application to the Career Center. For questions about resumes, please contact the Career Center at careercenter@berry.edu. Attach your resume to your completed application.

**REFERENCES**

In addition to listing the names of your references here, please have them complete the enclosed reference form. Your RA will complete a separate reference form on your behalf.

Faculty Reference: Name:

Department:

Other Reference: Name:

Relation:

**ESSAY QUESTIONS – NEW APPLICANTS**

Please answer the following essay questions and attach your typed answers to your completed application.

* What experiences have you had on campus in the past year that inspired you to become an RA?
* Realizing that the Resident Assistant position is an opportunity for personal growth and learning, in what areas do you feel you need to grow the most?
* Provide an example of how you have used something you learned in the classroom to your residential experience.
* How would you build a culture of respect and responsibility on your hall?

**ESSAY QUESTIONS – RETURNING APPLICANTS**

Please answer the following essay questions and attach your typed answers to your completed application.

* Why should you be rehired as a second or third year RA?
* How did you align your programming to the department’s four learning outcomes? What made your programming successful? What was the most challenging about programming?
* Realizing that the RA position was an opportunity for personal growth and learning, in what RA Competencies do you feel you still have a need for improvement and/or training?
* How you are going to challenge yourself as a returning staff member?

Residence Life will verify grades and conduct history to consider eligibility for the RA selection process and condition of appointment. Resident Assistant applicants are expected to have a clear conduct record and a minimum 2.5 GPA. If you would like to provide an explanation for possible GPA or conduct issues, please do so in writing on a separate sheet of paper and attach it to your application.

I consent to allow Residence Life to verify my grades and conduct history. I also agree that all of the information I have provided is true and accurate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**PLEASE RETURN THE COMPLETED APPLICATION TO THE OFFICE OF RESIDENCE LIFE (LOCATED IN THE LADD CENTER) BY 5:00PM ON Friday, January 27th.**

Berry College does not discriminate based on race, color, religion, gender, national origin, age, physical or mental handicap, and veteran status.

**BERRY COLLEGE RESIDENCE LIFE – RESIDENT ASSISTANT POSITION DESCRIPTION**

Resident Assistants are Level 4 student staff members employed by Residence Life who live on a wing or floor in each residence hall. The RA is in integral member of the Residence Life and college staff as they have the most direct and consistent student contact. RAs are responsible for fostering individual growth and community development through providing educational and enjoyable programs.

**QUALIFICATIONS**

* RAs must have lived in a residential community for at least one semester.
* RAs must be available to work the full academic year.
* Maintain good disciplinary and academic standing with Residence Life and Berry College. RAs must maintain at least a 2.5 career GPA to sustain employment.
* Not hold any outside employment, elected student position, serve on any major committee, hold any executive role/position in student organizations, or enroll in an academic class that requires significant absence from the community. No additional student work hours will be approved.
* Understanding of and a commitment to building a strong community to enhance the educational and overall collegiate experience of residents.

**COMMUNITY DEVELOPMENT AND PROGRAMMING RESPONSIBILITIES**

* Demonstrate a sincere interest in other students, their academic success and their personal development.
* Develop and maintain an ongoing relationship with each member of your area and with other residents in the building.
* Encourage residents to be active participants on the floor and throughout campus.
* Familiarize yourself with campus and community resources in order to make appropriate referrals and assist your residents in their transition to Berry College and the Rome community.
* Assist residents in individual and group conflict mediation.
* Respond in an appropriate fashion to inappropriate behavior and violations of Residence Life and Berry College policy.
* Encourage and reinforce responsible and mature behavior and routinely explain the rationale supporting college policies and procedures.
* Help residents develop and understand their rights and responsibilities as members of a residential community.
* Support the diverse populations on your floor/wing as well as in your area by advocating for their individual needs.
* Work under the direction of your supervisor to plan and implement programs designed to enhance individual and community growth and development.
* Maintain a high level of visibility on your hall to serve as a resource for your residents and other community members.

**STAFF RESPONSIBLITIES**

* Conduct yourself in a professional manner, role model positive behavior and comply with the Viking Code.
* Accept and promote the mission and goals of Berry College Residence Life.
* Maintain confidentiality as outlined by the guidelines and standards set forth by Residence Life.
* Be a contributing member of Residence Life, the RA staff and other committees or projects you may be assigned through a positive attitude and supportive behavior.
* Participate in staff development activities including but not limited to: weekly staff meetings, Residence Life meetings, and service partner opportunities.
* Attend and participate in all training sessions including but not limited to: May training, Fall training, Spring training and three developmental trainings per year.
* Serve as an open and active communication link, working cooperatively with other departments.

**ADMINISTRATIVE RESPONSIBILITIES**

* Maintain the balance among academic responsibilities, position expectations and personal priorities.
* Participate in a fair office duty rotation by working both week and limited weekend shifts in the RA office.
* Serve in an on-call rotation.
* Assist in the maintenance and improvement of physical facilities by promptly reporting damages or other related problems and encouraging students to take responsibility for their actions.
* Administer in occupancy related processes including check-in and check-out procedures, room changes, confirmation of no-shows and opening and closing functions.
* Respond to and assist in the coordination of all emergency/crisis procedures including fire evacuations.
* Be alert to safety and security issues and take appropriate action to ensure the safety of the residents and the proper notification of Residence Life and Physical Plant.
* Complete all paperwork in a timely manner, including but not limited to: incident reports, duty reports, programming reports and room condition reports.
* Accept additional responsibilities as deemed necessary by Residence Life.
* Arrive on time for all desk shifts, meetings and complete all necessary tasks by the given deadlines.

**REMUNERATION**

Resident Assistants receive a stipend of Level 4 grade work study based on 20 hours per week. The stipend is paid in bi-weekly installments during the term of employment. Resident Assistants are not paid over holiday breaks unless they agree to stay and work duty hours. Resident Assistants will also receive a discounted housing rate based on area placement and single or double room status.

It is the responsibility of the Resident Assistant to submit a timesheet electronically according to all guidelines set forth by Residence Life and the Student Work Office. Failure to report and submit hours according to set guidelines will result in late or absent pay.

**ROOMMATES**

For the 2017-2018 academic year, Resident Assistants housed in double rooms will be required to select a roommate *(Please note: Not all RAs will be placed in double rooms. Applicants are encouraged to not make roommate plans until after they receive their placement)*. Upon being offered the position, the Resident Assistants will be given the opportunity to select a roommate of their choice. If no roommate is chosen, Residence Life reserves the right to select the roommate.

**BERRY COLLEGE RESIDENCE LIFE – RA IMPORTANT DATES 2016-2017**

The following are departmental events and dates when the attendance and participation of all Residence Life staff is required. Please note that this schedule is subject to change.

**SPRING (2017)**

RA Carousel (Group Interviews) Saturday, 2.4.17 from 9:00am-12:00pm in Evans Hall

RA Individual Interviews 2.8.17 – 2.9.17, 2.13.17 – 2.15.17 in the Office of Residence Life

**SUMMER (2017)**

Summer Staff Training Thursday, 5.4.17 – Friday, 5.5.17 (Summer Staff Only)

**FALL SEMESTER (2017)**

Fall Training Monday, 8.7.17 – Tuesday, 8.15.17

Fall Opening for New Students Wednesday, 8.16.17. Area Offices will be open.

Fall Opening for Returning Students Saturday, 8.19.17 – Sunday, 8.20.17. Area offices will be open.

Staff Meetings Please reserve every Tuesday at 8:30pm for area staff meetings.

Fall Break Saturday, 10.14.17 – Tuesday, 10.17.17 *(no Head Resident or staff meeting)*

Travel plans should not be solidified until this coverage has been established.

Thanksgiving Break Wednesday, 11.22.17 - Sunday, 11.26.17

Travel plans should not be solidified until this coverage has been established during training.

Fall Closing Friday, 12.8.17

Travel plans should not be solidified until this coverage has been established during training. ***RAs should plan to stay until Saturday, 12.9.17 until at least noon to assist with closing.***

**SPRING SEMESTER (2018)**

Head Resident Training Wednesday, 1.3.18

Winter Training Thursday, 1.4.18 – Saturday, 1.6.18.

Winter Opening Sunday, 1.7.18. Area offices will be open.

**RAs should plan to return Wednesday evening as training will begin at 8am**

Staff Meetings Please reserve every Tuesday at 8:30pm for area staff meetings.

Spring Break Saturday 3.10.18 – Sunday 3.18.18 *(no staff meeting)*

Travel plans should not be solidified until this coverage has been established during winter training.

Room Selection TBA (early to mid-April)

End of Year Banquet TBA (Late April)

Spring Closing Saturday, 5.5.18

Resident Assistants (including graduating seniors) should plan to stay until Sunday, 5.6.18 until at least noon to assist with closing. *Graduating seniors will be free to attend graduation and have lunch with their families from morning until 4pm. They are expected to be back in their areas at 4pm to assist with closing.*

**BERRY COLLEGE RESIDENCE LIFE – RESIDENT ASSISTANT REFERENCE FORM**

The student below is applying for a key leadership position at Berry College as a Resident Assistant. RAs are responsible for a designated floor or living area and the students that reside within that community. RAs develop community, assist students in connecting to the college community, communicating information, providing peer counseling and mediation, enforcing college policies and procedures and implementing programs to assist in the personal and educational growth of their residents. We ask that you keep these expectations and job responsibilities in mind when evaluating the candidate and provide us with helpful insights as to the candidate’s character and personal qualities which we might not obtain from other application materials.

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please rate the applicant in the following areas using a scale of 1 (poor) to 5 (excellent) and make additional comments as appropriate:

**Initiative and Motivation:** 1 2 3 4 5 N/A

Comments:

**Self-Perception/Awareness:** 1 2 3 4 5 N/A

Comments:

**Communication Skills:** 1 2 3 4 5 N/A

Comments:

**Maturity/Responsibility:** 1 2 3 4 5 N/A

Comments:

**Decision making:** 1 2 3 4 5 N/A

Comments:

**Organization:**  1 2 3 4 5 N/A

Comments:

**Time Management:** 1 2 3 4 5 N/A

Comments:

**Sensitivity to Others:**  1 2 3 4 5 N/A

Comments:

**Flexibility/Adaptability:** 1 2 3 4 5 N/A

Comments:

**Emotional Stability:** 1 2 3 4 5 N/A

Comments:

**Understanding of Diversity:** 1 2 3 4 5 N/A

Comments:

**Based on your knowledge of the student and the RA position, please indicate your overall recommendation:**

\_\_\_\_\_ Hire \_\_\_\_\_ Hire with Reservation \_\_\_\_\_ Do Not Hire

Thank you for taking the time to complete this reference form. Your assistance in completing this reference and returning it in a prompt manner will greatly assist the candidate in the RA selection process.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form by **January 27th by 5:00pm** to:

Berry College Residence Life

PO Box 87

Mount Berry, GA 30149

Phone: 706-236-2209

Fax: 706-236-5098

**BERRY COLLEGE RESIDENCE LIFE – RESIDENT ASSISTANT REFERENCE FORM**

The student below is applying for a key leadership position at Berry College as a Resident Assistant. RAs are responsible for a designated floor or living area and the students that reside within that community. RAs develop community, assist students in connecting to the college community, communicating information, providing peer counseling and mediation, enforcing college policies and procedures and implementing programs to assist in the personal and educational growth of their residents. We ask that you keep these expectations and job responsibilities in mind when evaluating the candidate and provide us with helpful insights as to the candidate’s character and personal qualities which we might not obtain from other application materials.

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please rate the applicant in the following areas using a scale of 1 (poor) to 5 (excellent) and make additional comments as appropriate:

**Initiative and Motivation:** 1 2 3 4 5 N/A

Comments:

**Self-Perception/Awareness:** 1 2 3 4 5 N/A

Comments:

**Communication Skills:** 1 2 3 4 5 N/A

Comments:

**Maturity/Responsibility:** 1 2 3 4 5 N/A

Comments:

**Decision making:** 1 2 3 4 5 N/A

Comments:

**Organization:**  1 2 3 4 5 N/A

Comments:

**Time Management:** 1 2 3 4 5 N/A

Comments:

**Sensitivity To Others:**  1 2 3 4 5 N/A

Comments:

**Flexibility/Adaptability:** 1 2 3 4 5 N/A

Comments:

**Emotional Stability:** 1 2 3 4 5 N/A

Comments:

**Understanding of Diversity:** 1 2 3 4 5 N/A

Comments:

**Based on your knowledge of the student and the RA position, please indicate your overall recommendation:**

\_\_\_\_\_ Hire \_\_\_\_\_ Hire with Reservation \_\_\_\_\_ Do Not Hire

Thank you for taking the time to complete this reference form. Your assistance in completing this reference and returning it in a prompt manner will greatly assist the candidate in the RA selection process.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form by **January 27th by 5:00pm** to:

Berry College Residence Life

PO Box 87

Mount Berry, GA 30149

Phone: 706-236-2209

Fax: 706-236-5098