



---

November 2011

Dear Prospective Candidate:

First, we would like to thank you for your interest in a Resident Assistant (RA) position for the upcoming 2012-2013 academic year. We, in the Office of Residential Life and Housing, know that being a Resident Assistant can be one of the most rewarding experiences on campus. This position not only can elevate your leadership experiences, but it can be something that truly impacts others. We are very excited you are considering a position with our department.

The Resident Assistant position is a unique opportunity, allowing you to challenge, inspire, motivate, and connect to undergraduate and graduate students. Most successful candidates display a strong self-awareness, a high level of integrity, and a willingness to learn. Our department is looking for candidates who are honest about themselves and able to gain understanding from those around them. We would also like candidates to have an interest in developing and fostering their communication and facilitation skills. We know the leadership; communication, facilitation, and teamwork skills you gain from this position will assist you in understanding yourself better as a leader and translate into excellent qualities for any professional career.

The details of the Resident Assistant selection process are included in this application packet for your review. Please be sure to review all information thoroughly to insure you are aware of all expectations and requirements as a candidate. The packet includes an application form, RA survey experience information, program proposal outline information, reference form, timeline, final checklist, and job description.

*The application deadline for the Resident Assistant selection process is January 18, 2012 at 5:00 PM. You are responsible for delivering all application materials (including a cover letter, resume, application form, three completed reference forms, survey summation form, and program proposal form) to the Office of Residential Life and Housing in The Commons Residence Hall, Suite 117. When you submit a complete application packet to the office, you will be able to sign up for your survey appointments, an interview slot and team assessment session.*

We are looking forward to receiving your application and wish you all the best during this selection process. Please, do not hesitate to contact us if you have any additional questions.

Sincerely,

Daren Capirchio  
Assistant Director of Residential Life and Housing  
954.262.7087

Heilit Biehl  
Graduate Assistant for Training and Development  
954.262.7064



# RESIDENT ASSISTANT 2012-2013

## APPLICATION

Please return this completed application form, career development checklist, cover letter, resume, three reference forms, shadow summation form, and program proposal form to the Office of Residential Life and Housing by **5:00 PM on Friday, January 18, 2012**. Your candidacy **will not** be reviewed until the Office of Residential Life and Housing receives all application materials. Contact the Assistant Director of Residential Life, 954.262.7087, or the GA for Training and Development, 954.262.7064, if you have any questions.

*Please Do Not Handwrite.*

---

### PERSONAL INFORMATION

---

Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
Last First Middle

Campus/Local Address: \_\_\_\_\_  
Street Address City State Zip code

Permanent Address: \_\_\_\_\_  
Street Address City State Zip code

Summer Address: \_\_\_\_\_  
Street Address City State Zip code

Campus/Local Phone: \_\_\_\_\_ Permanent Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

N#: \_\_\_\_\_

---

### ACADEMIC INFORMATION

---

Program in School: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Current Class: \_\_\_\_\_ Year in grad program: \_\_\_\_\_

Anticipated Student Status for 2012-2013: \_\_\_\_\_ NSU Cumulative GPA: \_\_\_\_\_

Previous Schools: \_\_\_\_\_ GPA from previous schools: \_\_\_\_\_

Semesters at NSU: \_\_\_\_\_ Semesters in Residence Hall: \_\_\_\_\_

NSU Residence Halls: \_\_\_\_\_

Semesters in Residence Halls on another campus: \_\_\_\_\_ School(s): \_\_\_\_\_

Have you been an RA previously: \_\_\_\_\_ School(s): \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Contact Number: \_\_\_\_\_

List all curricular and extracurricular commitments you will have in the upcoming 2012-2013 academic year. Include hours per week that you dedicate to each commitment (i.e. classes, practicum, internships, rotations, part-time jobs, organizations, committees, positions, volunteer work):

---

## EMPLOYMENT ELIGIBILITY

---

Are you lawfully eligible to work in the United States? Yes No

*Note: Proof of eligibility will be required prior to employment if position is offered.*

Have you ever been the subject of an investigation concerning allegations of misconduct, other than a criminal investigation, that did not result in a conviction? Yes No

Have you ever been convicted of a misdemeanor or felony? Yes No

If you have answered "yes" to either of the above questions, please explain: \_\_\_\_\_

---

A "yes" response to the above questions will not necessarily exclude you from further consideration.

---

## APPLICATION INFORMATION

---

How did you hear about this position? \_\_\_\_\_

If you currently live in a residence hall, who is your RA? \_\_\_\_\_

Have you applied for an RA position before? Yes No

I am interested in being a summer RA: Yes No

I am interested in being a learning community specific RA: Yes No

If you are interested in being a learning community/special interest RA please indicate from the list your top three choices (Undergraduate residents can only be RAs for undergraduate learning communities, graduate students can be RA for either):

I. \_\_\_\_\_ II. \_\_\_\_\_ III. \_\_\_\_\_

If not selected to be a learning community RA are you still interested in being placed in the general RA candidate pool? Yes No

---

## REFERENCES

---

It will be necessary for you to have three references. It is preferred that one reference comes from a current Resident Assistant. **Choose people who have worked with you or supervised you** (employment, academic, or volunteer setting). Your references should know you, know what the resident assistant position entails, and are able to comment on your abilities and potential for the position.

List below the people who will serve as your three references:

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

Occupation: \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

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

Occupation: \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

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

Occupation: \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

---

## COVER LETTER AND RESUME

---

Please attach a cover letter indicating why you are interested in the Resident Assistant position and would be a qualified candidate. Also, include a resume listing employment experiences, extracurricular involvements, special interests, or leadership experience that will enhance your effectiveness as a Resident Assistant candidate (i.e., jobs, community service, clubs, and organizations). We encourage that both of these documents be reviewed by the Office of Career Development. Read below for details.

---

## APPLICATION VERIFICATION

---

"I hereby give permission to the Office of Residential Life and Housing at Nova Southeastern University to verify my cumulative GPA and to solicit any additional pertinent information about my candidacy. I wish to apply for a Resident Assistant position at Nova Southeastern University and certify that all application statements are true to the best of my knowledge. I understand that my application will not be complete until three references are returned to the Office of Residential Life. My signature below indicates that I have read and understood the time commitments and job responsibilities of position as outlined in the job description, employment agreement, and/or information session."

Signature \_\_\_\_\_

Date \_\_\_\_\_

*The Office of Residential Life and Housing at Nova Southeastern University does not discriminate based on race, color, sex, age, non-disqualifying disability, religion or creed, national or ethnic origin, or sexual orientation.*

---

### \*\*\*FOR OFFICE USE ONLY\*\*\*

---

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

References Received:    I        2        3

GPA at receipt:        *Cumulative* \_\_\_\_\_        *Semester* \_\_\_\_\_

Individual Interviewer: \_\_\_\_\_

Time & Date of interview: \_\_\_\_\_

---

## AVAILABLE POSITIONS AND CONTRACT DATES

---

**Resident Assistant:** The Resident Assistant (RA) is the core of the Student Affairs Staff in residence halls. RAs play a critical role in individual student and community growth and development. Their efforts have a significant, direct bearing upon the quality of life experienced by all members of the University Community. The Resident Assistant, as a student and part-time member of the Division of Student Affairs, serves as a liaison between the Office of Residential Life, the University, and the residents. S/he must integrate the role of representative of the University Administration at the residence hall level within the role of mentor, facilitator, and crisis manager for students.

**Learning Community Resident Assistant:** Learning Community Resident Assistants have the same job description as a traditional RA with additional leadership responsibilities related to the specific learning community. A Learning Community RA arranges specific learning community activities/programs and works collaboratively with learning community faculty and staff. Specific Learning Community information is located below:

<http://www.nova.edu/reslife/oncampus/thecommons.html#themes>

<http://www.nova.edu/reslife/oncampus/rollinghills.html#themes>

**Academic Year Remuneration:** All RAs receive a stipend of \$300 monthly (before taxes), Goodwin staff receive an individual room with bathroom and a declining balance plan of \$1300 per term; FFV, CLC, Rolling Hills and the Commons receive a one-bedroom apartment with bathroom and kitchenette and a declining balance of \$700 per term.

**Leo Goodwin, Commons and FFV/CLC Residence Halls Resident Assistants:** The Resident Assistant in the traditional halls is expected to commit to the terms of employment from **August 7, 2012 through May 17, 2013**.

**Rolling Hills Graduate Apartments Resident Assistants:** The Resident Assistant in the graduate apartments is expected to commit to the terms of employment from **July 14, 2012 through July 12, 2013**.

**Summer Resident Assistant for Undergraduate Halls:** The summer Resident Assistant (RA) fulfills the same responsibilities as is expected of academic year RAs. Summer RA contracts run from **May 12, 2012 through August 3, 2012**. *\*\*\*Summer RA positions are first offered to staff members that are returning the next academic year, second to new staff members that would like to begin employment during the summer term and lastly to the existing staff members that are not returning or are graduating.*

**Summer Remuneration:** All Summer RAs receive a stipend of \$300 monthly (before taxes), Goodwin staff receive an individual room with bathroom and a declining balance plan of \$500 during the summer contract; FFV, CLC, Rolling Hills and the Commons receive a one-bedroom apartment with bathroom and kitchenette and a declining balance plan of \$500 during the summer contract.

---

## RESIDENT ASSISTANT SURVEY EXERCISE

---

**Expectations:** The survey exercise is a requirement for all Resident Assistant applicants. To complete this portion of the application the candidates must meet with and survey **two (2)** current RAs, each for approximately thirty minutes of the current RAs' desk shifts anytime from 7:00 PM -10:00 PM.



# RESIDENT ASSISTANT SURVEY SUMMATION FORM 2012-2013

Please return this completed application form, career development checklist, cover letter, resume, three reference forms, survey summation form, and program proposal form to the Office of Residential Life and Housing by **5:00 PM on Friday, January 18, 2012**. Your candidacy **will not** be reviewed until the Office of Residential Life and Housing receives all application materials. Contact the Assistant Director of Residential Life, 954.262.7087, or the GA for Training and Development, 954.262.7064, if you have any questions. **PLEASE PROVIDE ONE SUMMATION FORM FOR EACH RA THAT YOU SURVEY.**

### General Guidelines:

- Current RAs may assist **only one** candidate at a time with any part of the interview assignment.
- The dates for which you can sign up are between November 14, 2011-January 17, 2012. You will need to sign up at the Office of Residential Life and Housing located in The Commons Residence Hall, Suite 117.
- After assisting applicants with the interview assignment, current RAs will provide feedback about the candidates who interviewed them.
- The Interview Summation sheet listed below is for the candidate's application packet and **WILL** be turned in with the candidate's application.

*Please Do Not Handwrite.*

---

## PERSONAL INFORMATION

---

Name: \_\_\_\_\_ Date of Shadow: \_\_\_\_\_  
Last First Middle

Current Resident Assistant You Survied: \_\_\_\_\_

Building: \_\_\_\_\_ Time: \_\_\_\_\_

---

## SURVEY QUESTIONS SUMMATION

---

Please complete the following questions in 250 words or less for each question. PLEASE attach additional pages.

1. What have you gained personally and professionally from being an RA?
2. What challenges have you experienced in the RA position?
3. What aspect of the RA position do you find most enjoyable and least enjoyable?
4. How do you balance the position with your academic demands and other activities?
5. What is it like working as a part of the RA team?
6. Question of your candidate's choice:

# PROGRAM PROPOSAL OUTLINE

## 2012-2013

Please return this completed application form, career development checklist, cover letter, resume, three reference forms, survey summation form, and program proposal form to the Office of Residential Life and Housing by **5:00 PM on Friday, January 18, 2012**. Your candidacy **will not** be reviewed until the Office of Residential Life and Housing receives all application materials. Contact the Assistant Director of Residential Life, 954.262.7087, or the GA for Training and Development, 954.262.7064, if you have any questions.

*Please Do Not Handwrite.*

---

### PERSONAL INFORMATION

---

Name: \_\_\_\_\_  
Last First Middle

---

### DESCRIPTION

---

Congratulations! You have been hired as an RA for this Fall in the hall of your choice (Goodwin, Commons, FFV, CLC, or Rolling Hills). All of your residents will move into your residence hall and begin attending classes by the end of August. Your task is to provide an outstanding social event or educational activity (program) for those students living on your floor at that time. This program will influence how residents view living on campus, their impression of you, their attitude toward attending future programs, and their attitude toward knowing/living with their neighbors. You have a \$40.00 budget for this program. Be creative.

---

### OUTLINE

---

Residence Hall: \_\_\_\_\_

Program Title: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_ Estimated Duration: \_\_\_\_\_

Goals/Purpose of the Program:

Program Details:

How were needs of my residents assessed?

How was the date and type of program selected?

How will you involve residents and increase resident interaction?

Non-Staff Involvement/Communication with Outside Parties (Presenters, emails, invitations, etc.):

Using the Res Life van?

Yes

No

Types of Food/Supplies/Items Needed:

Strong points of the program?

Possible weaknesses (Date, time, location)?

Estimated Cost: \$40

# RESIDENT ASSISTANT 2012-2013

## REFERENCE FORM

Three references are necessary for an application to be complete. It is preferred that one reference comes from a current Resident Assistant. **For all others, choose people who have supervised or worked with you.** This can be in an employment, academic, or volunteer setting. Your references should know you, what the resident assistant position entails, and are able to comment on your abilities and potential for the position. Please return this completed application form, career development checklist, cover letter, resume, three reference forms, survey summation form, and program proposal form to the Office of Residential Life and Housing by **5:00 PM on Friday, January 18, 2012.** Candidacy *will not* be reviewed until the Office of Residential Life and Housing receives all application materials.

---

### SECTION TO BE COMPLETED BY APPLICANT

---

Name: \_\_\_\_\_  
Last First Middle

I have requested \_\_\_\_\_ complete this reference form for my candidacy as a Resident Assistant.  
Name of Reference

Under the provisions of the Family Educational Rights and Privacy Act of 1974.  
*I understand this decision will NOT affect my candidacy.*

Check One:  
 I retain my right of access to this recommendation.  
 I waive my right of access to this recommendation.

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

---

### SECTION TO BE COMPLETED BY REFERENCE

---

The above named person is applying for a position as a Resident Assistant at Nova Southeastern University. Please make an honest judgment of the qualities the applicant possesses for effective work in this position. In completing your reference, consider the brief job description included below. Thank you for your time and assistance.

*Resident Assistants are responsible for the satisfaction and community development of fifteen to forty students in a residence hall; assist in the administration of the hall; interpret and enforce university policies; provide information to students; and coordinate educational, cultural, and social events/activities in the hall.*

How long have you know the applicant? \_\_\_\_\_ Years \_\_\_\_\_ Months

In what capacity have you know the applicant? \_\_\_\_\_

What is your relationship to the applicant? How well do you know the applicant? \_\_\_\_\_

\_\_\_\_\_

**Instructions:** Below, several functional areas of the Resident Assistant position are listed. Additionally, critical components are listed within each functional area. Please use the listed scale to evaluate the applicant. Please comment on your ratings and/or provide examples both for areas in which the candidate excels as well as areas where there is room for improvement.

---

---

<b>Scale:</b>	<b>1-below average</b>	<b>2-Average</b>	<b>3-Above Average</b>	<b>4-Excellent</b>	<b>N/A-Not Applicable</b>
---------------	------------------------	------------------	------------------------	--------------------	---------------------------

---

---

### **Teamwork**

- Works well with others
- Displays ability to be assertive without being aggressive
- Understands personal capabilities to delegate and follow-up
- Knows when is appropriate to ask for help from others

*Comments:*

### **Diversity Awareness**

- Demonstrates acceptance of different values, backgrounds, and beliefs
- Refrains from discriminatory behavior
- Demonstrates acceptance of different races, cultures, and lifestyles
- Maintains an open mind
- Consistently shows respect for others

*Comments:*

### **Communication**

- Processes information objectively
- Communicates genuine sense of caring
- Displays quality listening skills
- Uses clear self-expression
- Communicates openly and honestly
- Demonstrates solid writing skills

*Comments:*

### **Leadership**

- Promotes a supportive group environment
- Serves as a positive role model
- Relates to all group members on a consistent basis
- Coordinates and delegates without dictation
- Displays a willingness to assume additional responsibility

*Comments:*

### **Accountability**

- Is dependable
- Accepts responsibility for failures as well as successes
- Shows consistency in task completion

*Comments:*

### **Character**

- Demonstrates a willingness to confront inappropriate behavior
- Displays good judgment
- Is aware of and responds to others' feelings appropriately
- Works well independently
- Displays high level of self-motivation

*Comments:*

### **Administrative**

- Exercises discretion concerning sensitive information
- Has strong administrative/organizational skills
- Performs quality work in a timely manner
- Is able to adapt to multiple responsibilities

*Comments:*

**Attitude**

- Maintains a positive attitude
- Encourages others to have a positive attitude and do their best
- Is receptive to suggestions and areas of improvement

*Comments:*

What strengths of this applicant qualify him/her for the resident assistant position?

What factors may limit this applicant's performance as a resident assistant?

Please give your candid recommendation of this applicant as a potential resident assistant:

- Highly Recommend
- Recommend

- Recommend With Reservations
- Do Not Recommend

Reference Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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

Enclose this reference form in a sealed envelope with your signature across the seal and return to the applicant. Please note that completed applications, including this letter of recommendation, are due to the Office of Residential Life and Housing by 5:00 PM on Friday, January 18, 2012. Contact the Assistant Director of Residential Life, 954.262.7087, or the GA for Training and Development, 954.262.7064, if you have any questions.

---

## SELECTION PROCESS TIMELINE

---

November 14, 2012

### Selection Process opens for 2012-2013 Candidates

Candidates can go to the Office of Residential Life and Housing website, <http://www.nova.edu/reslife/join/index.html>, download *Resident Assistant Application Packet*, and complete application to begin process.

November 14, 2011 – January 18, 2012

### Career Development for Cover Letter and Resume Review

We encourage candidates to have their resume and cover letters reviewed by the Office of Career Development on the 4th floor of the Alvin Sherman Library. Please check the Career Development website for Drop in Hours and other available services @ <http://www.nova.edu/career/index.html> Career Development may also be reached at **954-262-7201**.

November 14, 2011 – January 17, 2012

### Info Sessions

All applicants **MUST** attend **ONE** session. This is a way to learn more about the Resident Assistant position, including job requirements, time commitments, and the opportunity to ask current Resident Assistants their perspective on the position.

#### *Info Session Schedule:*

DATE	TIME	LOCATION
November 14 2011	9:00 p.m.	Commons 123
November 15 2011	5:30 p.m.	Commons 123
November 16 2011	7:00 p.m.	Commons 123
November 17 2011	5:30 p.m.	Commons 123
November 18 2011	12:00 p.m. (noon)	Commons 123
November 29 2011	5:30 p.m.	Commons 123
November 30 2011	7:00 p.m.	Commons 123
January 9 2012	7:00 p.m.	Commons 123
January 10 2012	9:00 p.m.	RHA 2 Flr Lounge
January 11 2012	12:00 p.m. (noon)	Commons 123
January 12 2012	5:30 p.m.	Commons 123
January 13 2012	7:00 p.m.	Commons 123
January 15 2012	7:30 p.m.	Commons 123
January 16 2012	5:30 p.m.	Commons 123
January 17 2012	9:00 p.m.	Commons 123

January 18, 2012

### Applications Due

Applications must be submitted to the Office of Residential Life and Housing (The Commons Residence Hall, Suite 117) **by 5:00 PM**. Complete applications will include a cover letter, resume, application form, RA survey summation, three letters of reference, and program proposal. Candidates will sign up for an interview time as well as which session of the Team Assessment you will attend.

January 23- February 1, 2012

Interview Days

In addition to the RA Survey Experience and Career Development visit, you will need to participate in an individual interview that will last thirty to forty-five minutes. Sign up for an interview slot when you drop off your application packet. Please dress in interview appropriate business attire.

February 5, 2012

Interactive Candidate Team Assessment

Conducted with the Residential Life Professional Staff Team and returning RA candidates. This will be in a group interview environment focusing on team dynamics and group interactions. Candidates will be able to select between participating in the Morning (10 a.m. to 1 p.m.) or Afternoon (2 p.m. to 5 p.m.) session. Please dress in interview appropriate business attire. *\*All candidates will continue to the Interactive Team Assessment unless specifically contacted by the Assistant Director of Residential Life.*

February 10, 2012

Decision Letters sent to Candidates

Letters will be sent to your Nova Southeastern University email account indicating which area you will be working in. All acceptance contracts for RA or alternate positions need to be returned to the Office of Residential Life & Housing no later than February 17, 2012.

March 2, 2012

First Staff Meeting for selected Resident Assistants

The first formal staff meeting will take place between 7-9 pm in Commons 123. At this meeting you will have an opportunity to meet your staff for the upcoming year and fill out the necessary documentation for the position. All RA's for the 2012-2013 academic year **MUST** be present at this meeting.

---

## FINAL CHECKLIST

---

Application Form	<i>Must be typed.</i> Application is included in this packet and is in a writable PDF format to be printed and signed upon completion.
Cover Letter	This should be one page, single sided, and single spaced. The letter should address your reasons for applying for the Resident Assistant position, the qualities and skills you possess that will enable you to be a successful Resident Assistant, and experiences you have that would assist you in the Resident Assistant position.
Resume	This should be a standard resume listing employment experiences, extracurricular involvements, special interests, or leadership experience that will enhance your effectiveness as a Resident Assistant (i.e., jobs, community service, clubs, and organizations)
Three Reference Forms	Forms are included in this packet. Each form should be submitted at the time of the application in a sealed envelope with the reference writer's signature across the seal. References that are mailed by the United States Postal Service should follow the same standards and will only be accepted before or on the due date of the application.
RA Survey Experience	The survey summation form is included in this packet. It should be completed, printed, and included with application information.
Program Proposal	<p>As a part of the application a program proposal outline will be submitted and should focus on either a social or educational activity for the residential student population. The target population is dependent on the candidate (i.e. undergraduate, graduate, freshman, international, etc.) The candidate should consider how their program proposal creates a sense of identity, involvement, support of the needs and interest of the students, along with recognition.</p> <p>During the first interview of the selection process, the candidate will briefly talk about their proposal and it will be evaluated during the application review. <b>Candidates will be asked to bring supplemental materials to the interview, complimenting the outline submitted with their application. Any piece of the proposal can be elaborated upon, such as target population, time, date, goals, publicity (which should be brought to the interview), description of tasks to be accomplished, and an itemized budget.</b> Interviewers will review the proposal and can ask questions during the interview.</p>

# RESIDENT ASSISTANT JOB DESCRIPTION 2012-2013

As part of the total educational environment of the University, the residence halls can provide conditions in which significant growth and development may be accomplished by students. The halls also offer a venue for students to be engaged in the NSU community and have a sense of belonging. The Office of Residential Life and Housing is committed to a comprehensive residence hall program - one which blends the co-curricular with the academic to create a total educational environment in which all residents are assisted in achieving their unique potential. The Resident Assistant (RA) is the core of the Student Affairs Staff in residence halls. RAs play a critical role in individual student and community growth and development. The quality of their efforts has a significant, direct bearing upon the quality of life experienced by all members of the University Community.

To be successful as an RA one should:

1. Be committed to creating communities that create a sense of belonging through individual and community development and mentorship.
2. Be able to create a floor and building culture where all individuals feel cared for through various methods of recognition and support.
3. Be willing to work with residents to assist them in creating a sense of identity through involvement and connection to campus resources.
4. Be able to connect with residents genuinely and significantly.
5. A commitment to work under the Core Values of the Division of Student Affairs (DOSA): Responsive, Involvement, Initiative, Production, Professionalism, and commitment and live the NSU experience through Identity, Involvement, Support, and Recognition.

The Resident Assistant, as a student and part-time member of the University Staff, serves as a liaison between the Office of Residential Life and Housing, the University, and the residents. S/he must integrate the role of representative of the University Administration at the residence hall level with the role of mentor, helper, and representative of students.

Under the supervision of the Area Coordinator, the RA will fulfill the general requirements and responsibilities in the following job description equating to approximately twenty hours per week for the duration of the RA contract.

---

## REQUIREMENTS FOR EMPLOYMENT

---

- A. Must be a registered student at Nova Southeastern University, meeting the minimum academic requirements of the academic department.
- B. Undergraduate students must have a minimum of 2.5 cumulative GPA; Graduate students, must have the minimum cumulative GPA required for that graduate program.
- C. Must have one semester live-in experience prior to application, not necessarily at NSU or significant leadership experience.
- D. Must be in good judicial standing with the University (i.e. not above Written Warning).
- E. Willingness to make a commitment through the academic year (i.e. August - May) including training periods which begin approximately two weeks before the start of undergraduate fall classes. **ROLLING HILLS RA STAFF MEMBERS WILL START IN JULY 14, 2012.**
- F. Can not hold any outside employment or internship while in the RA position.

---

## COMMUNITY INVOLVEMENT/DEVELOPMENT

---

- A. Strive to develop a sense of community among residents on the floor and an identity as a floor, hall, and residential community member.
- B. Encourage self-discipline, self-government, and respect for individual rights among residents; encourage individual assertiveness.
- C. Help create and maintain an atmosphere conducive to studying within the residence hall.
- D. Initiate, plan, and organize community development activities as outlined in the community development (Community Activities for Resident Engagement) model which respond to the needs and interests of all residents.
- E. Support, encourage and assist in the development of a strong Resident Student Association (RSA) including identifying and working with a floor RSA representative.
- F. Facilitate the development and revisions of a floor community agreement.
- G. Proactively identify areas of student conflict. Serve as a facilitator and mediator for residents in conflict with one another. Act as a liaison to the residential mediation program.
- H. Attend and actively participate in floor/hall CARE events, functions, and social events.
- I. Provide opportunities for faculty involvement on floor/hall.

---

## INDIVIDUAL STUDENT ENGAGEMENT

---

- A. Be visible and available on the floor to talk with residents about concerns, interests, and needs.
- B. Develop an open and genuine personal relationship with each resident beginning prior to check in.
- C. Meet with individual residents monthly as part of the CARE (Conversations Aimed at Resident Engagement).
- D. Work with each student to feel a sense of belonging to your floor, your hall, the residential community, and NSU.
- E. Empower students to facilitate community development (CARE) activities in the floor and building community.

---

## RECOGNITION AND SUPPORT

---

- A. Serve as a concerned, non-judgmental peer advisor and mentor, whose goal is to assist residents in resolving problems.
- B. Treat sensitive information confidentially.
- C. Display interest and sensitivity to the concerns of our diverse population.
- D. Act proactively to avoid crisis situations and respond positively to crisis situations when they occur.
- E. Refer residents, when necessary, to University and community resources.
- F. Demonstrate effective listening skills.
- G. Treat residents fairly and impartially.

---

## SAFETY AND SECURITY

---

- A. Be familiar with the building fire and life safety systems and familiarize residents with hall evacuation and other emergency procedures.
- B. Regularly report repair requests which affect the safety and security of residents (i.e. stairway and hallway lights, damage to door lock mechanisms).
- C. Educate residents on the safety and security issues and the role they play.
- D. Report housekeeping and maintenance needs in a timely manner and follow up with the student.

---

## POLICY ENFORCEMENT

---

- A. Encourage compliance with University policy and Residential Life policy by discussing and enforcing regulations; encourage residents to confront policy violations by bringing them to the attention of hall staff.
- B. Serve as a positive role model for all residents by complying with and supporting University and Residential Life policies and procedures.
- C. Communicate policies and their rationale to hall residents.
- D. Confront students who fail to comply with residence hall policies or violate other residents' rights. Refer these students to the Area Coordinator when necessary.
- E. Support other staff members in enforcing hall policies.

---

## ADMINISTRATIVE SKILLS

---

- A. Complete the "on duty" responsibilities for the residence hall area on an assigned, rotating basis, emergency situations including managing the security desk from 7pm- 11pm.
- B. Assist in the opening and closing of the hall each semester and at every break period, as coordinated by the Area Coordinator.
- C. Fulfill administrative requirements promptly and efficiently (i.e. incident reports, CARE reports, maintenance request forms, etc.).
- D. Attend regularly scheduled staff meetings and monthly training sessions (In-services).
- E. Remain in the residence halls on all weeknights and 3 full weekends per month unless approved.
- F. Ensure room/apartment preparation and readiness for residential students.
- G. Adhere to basic requirement and employment expectations and other duties as assigned.

---

## REMUNERATION

---

- A. All RAs receive a stipend of \$300 monthly (before taxes).
- B. Goodwin staff receives an individual room with bathroom and a declining balance plan of \$1300 per term.
- C. FFV, CLC, Rolling Hills and the Commons receive a one-bedroom apartment with bathroom and kitchenette and a declining balance of \$700 per term.