



RESIDENT ASSISTANT APPLICATION
UNIVERSITY OF RHODE ISLAND
DEPARTMENT OF HOUSING AND RESIDENTIAL LIFE
ROGER WILLIAMS COMMONS
18 BUTTERFIELD ROAD, KINGSTON, RI 02881
401-874-5162



Instructions for 2009 Resident Assistant (RA) Application:

- ❑ **Complete application on-line by TYPING YOUR RESPONSES on the PDF document (www.housing.uri.edu/RAapplication.pdf)**
- ❑ **Print out your completed application (you cannot save it) and submit it with a copy of your unofficial transcript to:**

Roger Williams Commons, Room 112 (Residential Education Office)

NOTE TO FRESHMEN APPLICANTS: Please wait until January to hand in your application, as this will allow you to print your unofficial transcript when your first semester grades have posted.

**ALL RA APPLICATIONS ARE DUE:
NO LATER THAN NOON ON JANUARY 30, 2009.
LATE APPLICATIONS WILL NOT BE ACCEPTED.**

If you have any questions about the RA selection process, please e-mail the HRL RA Selection Committee at: raselection@hotmail.com

Requirements

To be considered for selection as a RA, you ***MUST***:

- Be in good academic and disciplinary standing with the University.
- Have at least 24 academic credits by the end of spring semester 2009.
- Have a GPA of 2.5 now and when you begin your RA position.

The following statements are intended to cover primary guidelines of employment if selected as a RA. Please read and initial **EACH** statement to indicate your understanding:

- _____ Staff members are required to attend all fall, spring, summer in-service sessions, and other meetings requested by the Department of Housing and Residential Life (HRL).
- _____ Staff members are required to remain registered, full-time (12 credits or more) students in good academic standing (2.5 cumulative GPA).
- _____ Staff members are not permitted to take any additional on-campus employment.
- _____ Staff members are required to arrive in advance of all hall/apt. openings and stay 48 hours after all hall/apt. closings.
- _____ Staff members are required to comply with all rules and regulations of the University of Rhode Island Student Handbook.
- _____ Staff members must understand that compensation is not based on actual number of hours worked.

Expectations

Working with the Hall Director (HD) or Graduate Assistant Hall Director (GAHD), RAs develop the community through programming, discipline, counseling, mediation and referrals. The RA is a full-time student who is paid for working an average of 20 hours each week. The RA position includes, but is not limited to, the following job elements:

- **Role Model:** Acting as a positive role model and setting an example to residents by living within the University's rules, policies and regulations.
- **Resource Person:** Being familiar with the various services on campus and making this information available to the residents.
- **Programmer:** Planning and participating in residence hall events and activities as well as motivating residents to be in residence hall life.
- **Approachability:** Keeping confidences with residents, encouraging acceptance of people with different lifestyles, values and ideas, and helping residents to feel comfortable in the residence hall.
- **Availability:** Spending time in the residence hall for such things as on-call hours, office hours, programs, staff meetings, and being available to the residents for various issues.
- **Conflict Resolution:** Helping to resolve problems in the residence halls and acting in a fair manner to all residents.
- **Student Conduct/Rights and Responsibilities:** Working with students to create an environment where the policies outlined in the URI Student Handbook are maintained. This environment must allow students to feel comfortable exercising their own rights as well as maintaining a civil and safe community for all members.

After completing training, a successful RA candidate is expected to develop the following 7 skills: **Programming, Community Development, Confrontation, Campus Resource Knowledge, Listening/Helping, Administrative, and Ethically based decision-making.**

Compensation

First year RAs will receive \$12.00 an hour for 20 hours a week for 38 weeks. Second year RAs will receive \$12.50 an hour for 20 hours a week for 38 weeks. Third and fourth year RAs will receive \$13.00 an hour for 20 hours a week for 38 weeks. RAs will be compensated via the student employment/bi-weekly payroll program beginning on the first day of the employment term to its conclusion.

Resident Assistant Selection Timeline

- | | |
|-----------------------------------------------------------------|-----------------------------|
| _____ December 8 th : | RA Applications available |
| _____ January 30 th : | Applications due to HRL. |
| _____ Weeks of February 16 th and 22 nd : | Individual Interviews |
| _____ March 26 th : | Building Fair/Social Event. |
| _____ March 9 th -11 th | Offers made. |



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PLEASE TYPE IN BLACK INK

 Name URI ID Number

 Cell Phone Number Home Phone Number

 School Address

 Current Residence Hall or off-campus address

 Email Address

 Academic Major/ Minor Anticipated Graduation (MM/YY)

Have you ever lived on campus at the University of Rhode Island? YES NO
 If yes, list building and dates of residency.

_____	_____	_____
Building	Dates	

Have you ever worked at the University of Rhode Island? YES NO
 If yes, list position, supervisors, and dates of employment.

_____	_____	_____
Position	Supervisor	Dates

Have you ever worked for the Department of Housing and Residential Life? YES NO
 If yes, list position, supervisors, and dates of employment.

_____	_____	_____
Position	Supervisor	Dates

Please provide a list of your past experience or employment history, extra-curricular activities, community service participation, leadership positions held, etc., which you feel are relevant to the RA position.

Professional References

A good reference candidate should be someone who confirms and offers positive feedback regarding your work or educational skills and experience. References may include former and/or current supervisors, professors, or contacts from volunteer work/community service/extracurricular activities.

Please provide us with 2-3 professional references

Name & Title	Relationship	Phone Number & Email

Information Release

NOTICE: HRL prohibits candidates from applying for positions while on disciplinary or residence hall probation. The HRL Residential Education Office will screen all applicants. Passing the screening is a prerequisite to being considered for this position.

I hereby grant HRL authorization to access my student conduct records with the Office of Residential Education and with the Office of Student Life for the purposes of determining eligibility for this position. I understand that I will not be hired if I am on residence hall or disciplinary probation.

I also grant HRL authorization to access my academic records for the purpose of verifying my cumulative GPA. All RAs must maintain a minimum cumulative GPA of 2.5 throughout their employment.

I hereby confirm that I am aware of the requirements, expectations, remuneration terms and other conditions for the RA position.

I agree that the information above is correct, to the best of my knowledge.

Signature: _____

Date: ____/____/____

The University of Rhode Island is an affirmative action and equal opportunity employer.

OFFICE USE ONLY			
Applicant's GPA checked and approved	_____ Yes/No	_____ Staff Initials	_____/_____/_____ Date
Applicant's conduct checked and approved	_____ Yes/No	_____ Staff Initials	_____/_____/_____ Date
The following items are attached:			
Question Answer: _____	Unofficial Transcript: _____	Additional: _____	