

# **Resident Assistant Application Package**

FALL 2015

For the 2016-17 Team

# Bishop's University

## Residence & Conference Services

### Residence Life Team

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Thank you for your interest in the Bishop's University Residence Life Team. The purpose of this package is to guide you through the application process for becoming a Resident Assistant (RA). This package will give you a basic outline of the responsibilities of the RA position at Bishop's University.

#### **About the RA Job:**

RAs are members of the Bishop's community both in their primary capacity as students and in their secondary capacity as employees of the University.

RAs serve a vital role in the University community by being leaders and role models not only to students living in residence, but also to the student population at large. **The RA role demands a high degree of personal initiative and creativity.** It is a position with immense opportunity for the individual's own growth and personal development, and for gaining experience and skills in the areas of leadership, interpersonal skills, and peer helping. The primary role of RAs is to offer direction and assistance to their residents.

Under the direction of the Residence Life Coordinator (RLC) and ultimately the Director of Residence and Conference Services, the Residence Life Team supports the mandate of the Department of Residence & Conference Services by promoting residence communities that are:

1. Safe and secure
2. Conducive to academic pursuits
3. Conducive to personal growth and learning
4. Promote respect for all members of the community as well as the facilities and staff

#### **Some of the RA's Responsibilities:**

##### **Programming**

RAs will facilitate and develop, in consultation with residents, teammates, and the RLC, residence programs aimed at promoting community, student involvement, and spirit, as well as individual growth and development. RAs are required to complete four programs per month (one social, one educational, a floor meeting and a passive program, such as a bulletin board). For the months of September and January we ask our RA's to replace their educational program with an intentional conversation with every first year student living on their floor. Residence staff are also required to attend meetings and to assist with the administration of the residence life committee that they choose to sit on. Programming in December and April is dictated by the needs of the community and with consultation with the RAs teammates and RLC.

##### **Peer Counseling**

RAs are expected to acquaint themselves with their residents so that they are able to establish a relationship based on mutual respect, trust, and friendship. RAs must know everyone on their floor/section by name by the end of Orientation Week and know all residents within their buildings by the end of September. RAs should know each resident well enough to be able to recognize behaviour that seems out of character and well enough to allow residents to be comfortable in approaching them with a concern or problem.

## **Role Modeling**

RAs are expected to be aware of their role and influence as leaders on campus, and are expected to set an example with respect to day-to-day living, academics, and professionalism. RAs will provide leadership in areas such as human relations, conflict management, positive behavior, and mutual respect both on and off campus.

## **Availability**

The role of the RA demands a reasonably high level of availability to the residents. Experience has shown that it is important for RAs to be available either on an “open door” basis or at set times, in order to establish good personal contact with the residents living on their floors or in their blocks. This accessibility should entail being present in the community at least 4 evenings a week which can include simply doing homework or watching a movie in your room.

Throughout the course of the year RAs are expected to contribute to special projects on request by their Residence Life Coordinator.

RAs will be scheduled to be on a duty rotation to be worked out amongst each team. Being on duty requires RAs to be visible and available to residents, to make frequent tours of the building (s), and to handle any resident concerns and/or situations that arise.

## **Administration**

RAs will assist in the administration of the residence halls as requested by Residence & Conference Services. Usual areas of assistance will be orientation of new students to residence, the room check process at the start of the year and when students leave in December and April, room transfers, and withdrawals from residence, dissemination of information, facility reports, and staff selection.

## **Residence Community Living Standards**

RAs will assist in creating an atmosphere in residence that is conducive to self-direction, personal responsibility, respect for oneself, and respect for others. RAs will work to affect student learning and behavior through the enforcement of University regulations, those of the RCLS, and those of individual residence halls.

## **Remuneration**

All first year RAs receive a salary of \$5300.00 (before Employment Insurance, CSST deductions and pension deductions. For details on the salary of the SRA and TC positions please review the appropriate job description. All RA's receive a benefit package that includes:

- A \$50.00 credit for the equivalent of the Activity Fund charged to each resident.
- All RAs are entitled to free tutoring to a maximum of \$125.00.
- The communication fee is provided free of charge at a pro-rated rate (\$320.00/year).

**For a more detailed description of the RA position, ask for a copy of the complete job description, at the Residence & Conference Services Front Desk in Paterson Hall.**

**The successful RA applicants will be required to return to campus as early as August 20<sup>th</sup> 2016 to participate in our training sessions scheduled to take place until September 2<sup>nd</sup> 2016. We are unable to grant any exceptions**

The Selection Committee will contact candidates about interviews in early December.

### **Time Line**

<b>Due Date</b>	<b>Details</b>
Wednesday October 28 <sup>th</sup> , & Tuesday November 10 <sup>th</sup> , 2015	Information Sessions – Adams Dining Room @ 7:00pm
Friday November 27 <sup>th</sup> , 2015 @ 4:00pm	Application Deadline
Saturday November 28 <sup>th</sup> , 2015 10am-1pm	Group Interviews- Paterson Assembly Hall
Starting Monday December 7 <sup>th</sup> , 2015	SRA and TC Interviews will take place
Starting January 11 <sup>th</sup> , 2016	RA Interviews will begin
First week of February 2016	Decision Letters will be distributed
March 18 <sup>th</sup> to March 20 <sup>th</sup> , 2016	Spring Training for 2016-2017 Residence Life Team
August 22 <sup>nd</sup> to September 2 <sup>nd</sup> , 2015	Fall Training for 2016-2017 Residence Life Team (see specific position package for exact start date.

**Please submit your completed application by November 27<sup>th</sup>, 2015 either by email at [residences@ubishops.ca](mailto:residences@ubishops.ca) or drop it off in person to the Paterson Front Desk, in Paterson Hall.**

**All applicants are expected to participate in the group interviews on Saturday November 28<sup>th</sup> starting at 10am in the Paterson Assembly Hall.**

**We anticipate that all decisions will be made by the first week of February 2016**

**Your completed application must contain the following:**

Resident Assistant Information Sheet	Please complete form and attach it to the front of your application
Cover Letter	Include in your cover letter with any information, experience or talents that you feel is applicable to the RA position
Resume	Please include your local contact information (i.e. your Bishop's mailbox number, phone number, residence, address, and email used most frequently for correspondence).
Unofficial Transcript	Available on MyBU. Please note: if you are a first year student, your academic standing will be confirmed in January 2016.
Reference	<b>One (1) confidential reference</b> (work reference preferably, but if not available a reference from a recent volunteer experience or a professor) is to be submitted to complete your application. Please have your reference complete the attached form and seal it, with their initials, in the "Confidential Reference" envelope provided. Your reference may also fax or email the completed form to Residence & Conference Services at (819-822-9615 or residence@ubishops.ca). The reference letter must be from an individual who is qualified to evaluate your competence to meet the responsibilities of the RA position (i.e. your leadership abilities, your experience in working in a team environment, your creativity, your ability to relate to individuals, your time management and organizational skills, and your ability to work under pressure).

**Please submit your application package to the attention of the "2016-2017 RA Hiring Committee" including your cover letter, resume, reference letter and unofficial copy of your transcript to:**

**Mail: Residence & Conference Services  
2600 Rue College, Sherbrooke, Quebec J1M1Z7**  
**Email: residence@ubishops.ca**  
**Fax: (819) 822-9615**  
**In Person: Paterson Hall Front Desk**

# Resident Assistant 2016-2017 Applicant Information Sheet

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

Area of Study: \_\_\_\_\_

Year of Study: \_\_\_\_\_

**Which is the best residence to live in on campus, and why?**

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**If you were stuck on a deserted Island who would you bring with you to pass the time and why?**

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**Who in your life has been a mentor or inspirational leader and what qualities did you see in him/her?**

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**In ten words or less, why should we hire you for the 2016-2017 Residence Life Team?**

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**Bishop's University**  
**Department of Residence & Conference Services**

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**FALL 2016 Confidential Reference for Residence Life Position**

Resident Assistants perform a vital role within the Residence community at Bishop's University. They are leaders in their individual buildings and within the campus community at large. They ensure that residence standards are upheld, they coordinate and deliver various activities in residence (educational, social and recreational) and are concerned with the academic success, physical and emotional well-being and personal rights of students. Team Coordinators and Resident Assistants must demonstrate a capacity for leadership, a high degree of flexibility and respect for others, and an ability to work closely with others in a team environment.

*(Please print clearly)*

Name of applicant: \_\_\_\_\_

Name of referee: \_\_\_\_\_

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

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

\_\_\_\_\_

Telephone: (      ) \_\_\_\_\_

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Please write a letter of reference commenting on the following:

- How long have you known the applicant and in what capacity?
- The applicants ability to demonstrate:  
Initiative, organizational skills, and problem solving skills
- The applicants ability to:  
Express himself/herself, be assertive, listen, set goals/objectives, motivate, see a task through to completion, work independently/on a team, manage conflict effectively, be a positive role model
- Please assess the applicant's honesty, fairness, loyalty and sense of responsibility in the context of a specific situation.

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

*Please enclose your reference in the envelope provided, seal it, and initial across the seal. You may return it to the RA candidate to submit with their application. You may also choose to fax it to Bishop's University Residence & Conference Services at 819-822-9615 or email to residence@ubishops.ca.*