



INDIANA UNIVERSITY
SOUTH BEND

OFFICE OF HOUSING AND STUDENT LIFE
RESIDENT ASSISTANT APPLICATION
2020-2021 ACADEMIC YEAR

Dear Resident Assistant Applicant,

Thank you for your interest in the Resident Assistant (RA) position within the Office of Housing and Student Life. We are excited that you would like to join our team and take on this rewarding leadership opportunity.

This packet includes everything that you will need to complete your application portfolio. Please review all of the materials thoroughly as you prepare. In addition, **you must submit a resume with your application**. Enclosed, you will find the following:

- RA Selection Process Timeline
- The RA Application
- Written Response Questions; must be typed and attached to the finished application
- Reference form and letter; to be completed by two different references

Resident Assistants, in addition to their free room and stipend while in the position, are awarded the opportunity to develop valuable leadership skills. These acquired skills will help students stand out in their chosen field after graduation. This process is an additional opportunity for you to develop valuable skills that will assist you in your life and career choices after your time at Indiana University South Bend.

If you would like to apply for the Resident Assistant position, please be aware that all materials are due to the Office of Housing and Student Life, Community Building front desk by **Friday, February 7, 2020 no later than 5pm**. You are always welcome to turn in your application earlier. Please note that all reference materials are also due no later than **Friday, February 7, 2020 by 5pm**. Recommendation letters must be submitted directly by your recommender. Recommendation materials turned in by a candidate will not be accepted.

Sign-ups for individual interviews will take place at the Community Building front when you turn your application in. Please review the selection timeline and be ready to select a date and time when turning in your application. Candidates will also participate in a group interview, which is scheduled for Saturday, February 15, 2020. In order to be considered for the RA position, candidates must fully complete and participate in each step of the selection process.

Should you have any questions about the position or selection process, please do not hesitate to contact Residence Coordinator, Jacob Zell (jzell@iusb.edu).

Thank you again for your interest in the Resident Assistant position here at Indiana University South Bend. We wish you the best of luck throughout the process.

Sincerely,

Office of Housing and Student Life



INDIANA UNIVERSITY
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OFFICE OF HOUSING AND RESIDENCE LIFE
RESIDENT ASSISTANT POSITION DESCRIPTION

Indiana University South Bend considers residential living a valuable part of the educational process in which students participate when they agree to live in the residence halls. Resident Assistants (RAs) help students develop responsible, concerned approaches to group living by supporting their efforts to understand themselves and others. RAs also work with residents to create an environment conducive to living and learning. The RA, therefore, is an educator who plans and promotes programs based in the needs and interests of the students living in his/her area. Each RA is expected to plan a number of programming events that meet the social, cultural and educational needs of residents. Other duties and responsibilities may be included throughout the course of the year as designated by Residence Coordinator (RC), Assistant/Director of Housing and Residence Life.

QUALIFICATION:

1. RAs must be full-time, returning students in good academic standing with the University who possess strong interpersonal skills, administrative abilities, organizational skills, and a high level of maturity.
2. Completion of a minimum of 30 credit hours by time of employment.
3. Be in good judicial standing with Indiana University South Bend.
4. Maintain a minimum of 2.5 cumulative GPA the semester before hired, leading to employment and each semester during the term of employment.
5. Each semester of employment as a Resident Assistant, applicant must achieve a minimum of 2.5 GPA to maintain their position. Resident Assistants must maintain full time student status (12 undergraduate hours or 8 graduate hours) during the fall and spring semesters.
6. RAs must not take more than 15 undergraduate hours or 9 graduate hours without written approval from the Director of Housing and Residence Life.
7. Adhere to and enforce Indiana University South Bend policies and procedures as outlined in *The Indiana University Code of Student Rights, Responsibilities and Conduct, Housing and Residence Life Policies and Procedures, and the RA Staff Manual.*

EXPECTATIONS:

Staff Training and Development:

1. Attend the mandatory fall training program, which begins approximately two-three weeks prior to the first day of classes.
2. Attend in-service training sessions throughout the academic year.
3. Attend weekly staff meetings conducted by the Residence Coordinator (RC). Attend additional meetings as determined by the RC or other members of the Housing and Residence Life management team.
4. Attend the mandatory winter training program, which begins several days prior to the opening of the residence halls in January.

Program Development:

1. Organize and implement house/building/community programs and activities for housing residents, and submit written planning and evaluation reports to RC.
2. Assist the RC in recruiting volunteers for Residence Hall Association (RHA) and National Residence Hall Honorary (NRHH), and promote, attend, and actively participate in meetings and activities.
3. Support the efforts of the Residence Hall Association (RHA) and National Residence Hall Honorary (NRHH) by regularly attending meetings and programs throughout the academic year.
4. Organize and facilitate all building/house/community meetings.
5. Assist in the implementation of any specialty programming in individual areas such as the First Year Experience Program, Honors/Themed/Living Learning Community Housing, potential 21+ Housing, etc.
6. Organize and implement community programs designed to involve and include all students living in River Crossing Student Housing community.



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Advising and Community Development:

1. Assist all students in the transition and orientation to college and residential living.
2. Take initiative in becoming acquainted with residents in your building/house and housing community. Be available to residents by being present, visible, and accessible in the building and housing community.
3. Work with other Student Life Offices, Indiana University South Bend administrative offices and faculty to provide academic and emotional support for resident students.
4. Confront inappropriate behavior and document as needed.
5. Assist with conducting life safety and security procedures such as fire drills, reporting trespassers, and enforcing all other Indiana University South Bend and Housing and Residence Life policies and procedures.
6. Serve as a knowledgeable resource and referral agent for all residents.

Administration:

1. Assist in the monitoring of maintenance needs, damage and possible renovation
2. Maintain residence in a pre-assigned room from the first day of training. Each RA must remain in residence until twenty-four hours after the complete closing of the fall semester, and approximately forty-eight hours after the complete closing of the residential area at the end of the academic year.
3. Assist in building/house openings, closings, and resident check-in/outs throughout the semester/academic year.
4. Assist with the administrative responsibilities as assigned by your supervisor including, but not limited to, weekly reports, occupancy verification lists, management of key distribution and collection, etc.
5. Disseminate information to resident students and to the administration on behalf of the resident student population, assist in the evaluation of student problems and achievement, and participate in regular meetings with Indiana University South Bend officials regarding residential issues.
6. Participated in a rotating on-call duty system in the following manner: Remain in one's residential area, be available and viable in the housing complex area, assume responsibility for rounds, and secure the buildings/houses and community building, and respond to emergencies. This includes additional duty responsibilities during specific periods including but not limited to professional athletic events, Halloween, inclement weather, etc.
7. Notify your supervisor in advance (*in writing*) when you wish to leave for the evening/weekend.
8. Set reasonable limits on participation in extracurricular activities and additional employment.
9. Additional employment is permitted only with your supervisor's consent.
10. Participate in the evaluation and feedback process as conducted by your RC or designee.
11. Participate in the resident assistant selection process.
12. Conduct weekly inspections of the residential facility and document any maintenance problems, damages, and vandalism.
13. Assist with working the community building front desk at the beginning of each semester until a complete desk staff can be hired, and throughout the semester. RA will participate in a desk shift at the beginning of each duty shift.
14. Maintain a phone and appropriate voicemail at your designated room extension.

Extracurricular Activities:

1. Hold no jobs outside of the RA position unless advance permission is received from your direct supervisor/designee at the beginning of each semester. RAs are typically not allowed to work more than 10 hours a week outside of the RA position without written permission from their supervisor/designee.
2. Hold no other significant leadership positions on campus without advance permission of your direct supervisor, the director, or the assistant director of residence life and housing. **Due to time constraints and the potential for a conflict of interest**, students who are hired as a resident assistant must obtain written approval from the Director of Housing and Residence Life before taking on the position(s) (executive or otherwise) within Student Government Association (SGA), Residence Hall Association (RHA), and/or National Residence Hall Honorary (NRHH).



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ACADEMIC REQUIREMENT:

1. Enrolled in twelve (12) undergraduate credit hours or nine (9) graduate hours during each semester.
2. Full-time study is required.
3. Maintain a 2.5 cumulative grade point average.

EVALUATION:

Each RA will be evaluated at the end of both the fall and spring terms. Individual meetings will be scheduled to discuss performance, strengths and areas for improvement. Attendance at staff meetings, training and in-services will be included in the RA evaluation process. RA positions are offered on an annual basis; however, an unsatisfactory evaluation may result in a dismissal.

REMUNERATION:

The remuneration for each RA will be a single room in a two bedroom apartment (bedroom with the en-suite bathroom) and bi-weekly stipend.

Resident assistants who accept the position understand that a single room in a two bedroom apartment is considered part of an RA's remuneration. RAs will be asked to sign and comply with the policies and procedures outlined in the *Housing and Residence Life Application and Contract* and *Resident Assistant Employment Agreement*. If an RA leaves the position mid-year, and spaces are available on campus, Housing and Residence Life will make every effort to find appropriate, on-campus housing for that individual. If no appropriate spaces are available, the RA may need to find other housing arrangements. Housing and Residence Life prefers not house an RA in their former area of responsibility (building/house), and prefers to move the RA to a different residence building/house. If the RA would like to be released from the Housing and Residence Life application and contract, s/he may be allowed to move off-campus.



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OFFICE OF HOUSING AND STUDENT LIFE
RESIDENT ASSISTANT SELECTIONS TIMELINE
2020~2021 ACADEMIC YEAR

January 2020

Monday, January 13- Returning RA/SRA Application available. Application will be sent to all current staff members via IUSB e-mail. New RA Application available at both Community Building Front Desk and Housing website

Tuesday, January 14- Information Session #1 (7-8pm, Community Building Study Lounge)

Wednesday, January 15 - Information Session #2 (7-8pm, Community Building Study Lounge)

Tuesday, January 21- Information Session #3 (2-3pm, Grille, Fireside)

Friday, January 31- Returning Applications due by 5pm to the Community Building Front Desk

February 2020

Monday, February 3 -Thursday, February 6- Returning RA interview and reflection presentation. RAs can sign up for a date and time at the Community Building front desk when you turn in your application.

Friday February 7- Senior RA Interviews

Friday, February 7- New RA Application Due by 5pm. Completed applications can be submitted to the Community Building Front Desk. Please sign up for an interview when you turn in your application.

Monday, February 10- Thursday, February 13 - New RA Individual Interview Week #1

Saturday, February 15- New RA Group Interview Day (9am-3pm, University Grill)

Monday, February 17- Thursday, February 20- New RA Individual Interview Week #2

Friday, February 21- Decision letters will be available for pickup at the front desk after 1pm.

Wednesday, February 26- Signed Acceptance Letters due to Community Building Front Desk by 5pm.

April 2020

April - Meet and Greet 2020-2020 RA staff (*DATE, TIME, LOCATION WILL BE SHARED VIA EMAIL CLOSER TO DATE*)

July 2020

Sunday, July 26 - Senior RA returns for Fall 2020 training and preparation

August 2020

Monday, August 3- All Resident Assistant staff return for Fall 2020 training (return by 12 noon). Training will begin Monday Night with a mandatory social event.



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OFFICE OF HOUSING AND STUDENT LIFE
RESIDENT ASSISTANT APPLICATION FOR 2020-2021 ACADEMIC YEAR

Thank you for your interest in being a Resident Assistant for the 2020-2021 academic year. As you are aware, the RA position requires a great deal of time, energy, commitment, and self-motivation. Therefore, you will need to demonstrate your ability to serve as a leader and role model for incoming residents. Please be aware that we do not guarantee that you will receive the RA position.

Please write neatly or type your responses to the questions on this application.

Name: _____

Campus Address: *(Building/Apt & Room or Street Address)* _____

E-mail Address: _____

Permanent Address: _____ *(Street Address)*

_____ *(City, State, Zip)* _____ *(Cell Phone Number)*

Student ID Number: _____

Cumulative GPA: _____

Current Class Standing: FR SO JR SR

Honors student? Yes No

Major/Minor: _____

Number of Semesters lived on campus: _____

Have you ever been on academic probation? Yes No

If yes, please attach an explanation.

Have you been found responsible through the Office of Student Conduct? Yes No

If yes, please attach an explanation.

I certify that the information I have provided on this application is accurate and complete. I also understand that the Office of Housing and Student Life may choose to discuss my candidacy with other appropriate college officials as a means to further determine my suitability as a Resident Assistant. I understand that the Office of Housing and Student Life will do a G.P.A and also check with the Office of Student Conduct to ensure that I meet the minimum requirements needed to be a Resident Assistant. **I have reviewed the RA Position Description and any additional materials provided with this application and have a full understanding of the position requirements as outlined.**

Signature of Applicant

Date



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Please attach a separate **typed** sheet(s) of paper to this application with your responses to the following questions. We ask that you answer as completely and thoroughly as possible.

1. Write a brief personal statement that describes any relevant personal characteristics, strengths, skills, or experiences that would make you a good candidate for the Resident Assistant position. *(250 word max)*
2. The core values of the Office of Housing and Student Life are Community, Integrity, Respect, Diversity, Learning, and Leadership. These core values shape the mission and vision of the Resident Staff Program. Please choose **two** of the six core values and explain how you would embody those core values as a Resident Assistant. You may provide relevant personal examples to help you answer the question. *(500 word max)*
3. An important role of the Resident Assistant is to create a safe, inclusive, and welcoming community. Briefly, explain what a safe, inclusive, and welcoming community looks like to you in the context of River Crossing Housing. What steps would you take to create that kind of community in your building? *(500 word max)*
4. Although the Resident Assistant position demands a significant amount of time and energy, our staff members find the job extremely rewarding. How will you manage your time and activities and make the Resident Assistant position a priority? *(250 word max)*
5. Optional Response: Do you have anything additional to share that would assist us in reviewing your application?



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REFERENCE INFORMATION:

Please provide the names of two individuals you have asked to serve as a reference for you. A current Resident Assistant may be ONE of your references. We encourage you to use a supervisor, Indiana University South Bend professional staff member, or faculty member to complete the second reference. A current Housing professional staff member may not serve as your reference. Please do not ask friends, roommates, or family members to serve as a reference for you. *Please remind your references that they will need to submit both their letter of recommendation to the Office of Housing and Student Life no later than Friday, February 7, 2020 at 5pm.*

Reference #1: Name: _____
Email: _____
Phone Number: _____
Position/Relationship: _____

Reference #2: Name: _____
Email: _____
Phone Number: _____
Position/Relationship: _____

The Family Educational Rights and Privacy Act of 1974 open many student records for the students' inspection. The law also permits students to sign a waiver relinquishing their rights to inspect letters of reference.

I, _____, (print name) waive do not waive my rights to view the information provided in reference letters received by Housing and Student Life.

Signature of Applicant

Date



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OFFICE OF HOUSING AND STUDENT LIFE
RESIDENT ASSISTANT APPLICATION FOR 2020-2021 ACADEMIC YEAR

RECOMMENDATION Requirement

Please provide this sheet to your reference as it has the information needed for your recommendation.

Candidate Name: _____

TO BE COMPLETED BY REFERENCE:

Name: _____

Signature of Recommender: _____

Address: _____

Phone Number: _____

Email Address: _____

Relationship to Candidate: _____

How long have you known the applicant? _____

Please complete the following steps to complete your reference for the above candidate.

- 1) Indicate your overall recommendation for the above applicant by checking one of the following boxes:

Do Not Recommend
 Recommend with Reservations
 Recommend
 Highly Recommend
- 2) On a separate piece of paper, please explain your recommendation in a written letter of reference (*500 words max*).
- 3) Please attach this form to your letter of recommendation and submit to Residence Coordinator, Jacob Zell via email or mail no later than Friday, February 7, 2020 at 5pm.

PLEASE RETURN THIS REFERENCE TO:
 Residence Coordinator – Jacob Zell (jzell@iusb.edu) through email or in person to
 IUSB Community Building- 1735 Titan Drive, South Bend, Indiana 46613
No later than: Friday, February 7, 2020 by 5pm



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