

Resident Assistant Letter of Recommendation Form

WESTERN CONNECTICUT STATE UNIVERSITY, DEPARTMENT OF HOUSING & RESIDENCE LIFE

Overview:

Resident Assistants (RAs) are integral to the campus residential community. They are charged with establishing and maintaining a living environment that is conducive to academic achievement along with personal and social development in safe, healthy living conditions. This is accomplished by developing and promoting communities which foster responsibility, respect, civility, and the pursuit of mutual interests.

Position Responsibilities:

- Host an initial social activity for your floor or section within the first week of the semester.
- Be available to residents by establishing a presence on the floor/section and in the building.
- Communicate effectively in order to build a rapport with each member of your floor/section.
- Communicate clearly and frequently with residents about procedures to be followed in emergencies.
- Follow-up on emergency situations in an appropriate and responsible manner.
- Plan, develop, and host at least 1 program a month (per semester) centered around community building, civic engagement, campus involvement, social justice and diversity, etc.
- Attending weekly staff meetings, as well as any special meetings called by the supervising Resident Director.
- Attending bi-weekly one-on-one meetings with your supervising Resident Director.
- Initiate and follow-up on maintenance requests.
- Complete the following paperwork (and others as requested and necessary) in a timely and thorough manner: weekly staff reports, duty logs, Health/Fire/Safety inspections, timesheets, duty change requests, and Incident Reports, etc.
- Check your University email at least on a daily basis.
- Actively participate in the selection of new staff members, including recruitment, selection, training, group process, interviews, or other activities.
- Sit RA Desk Duty, generally one night per week and one weekend per month (although some staff sizes may dictate a more frequent rotation).
 - 2 hours' desk coverage (5:50 – 7:50 pm, or 7:50 – 9:50 pm), followed by walking rounds of the building, minimally on an hourly basis.
- Spend at least 2 weekends each month on campus (whether on duty or not). On some special weekends (for example, Homecoming, Open House, WestFest), more staff are expected to be on campus and available.
- Host floor/section meetings regularly.
- Arrive early and/or stay late for Spring Break, Thanksgiving Break, and/or other intersessions breaks.
- Arrive prior to the start of the semester to participate in mandatory RA training.
- Work 5 unpaid hours each week at the information desk in your building during its normal hours of operation.
 - Prepare and maintain all door decorations (door decs) and any other public displays and rosters at least monthly, or as directed by your supervising Resident Director.
 - Prepare and maintain all bulletin boards and directional signs at least monthly, or as directed by your supervising Resident Director.
- Attend periodic in-services throughout each semester in order to further your professional development.
- Other duties as assigned as deemed necessary by the Department of Housing & Residence Life.

The RA position is a highly sought after position and requires a significant time commitment. Therefore, the Department of Housing and Residence Life wants to ensure that we are hiring suitable candidates who will not be overwhelmed and potentially start lacking on their own academics and extra-curriculars.

Please email this completed form (in PDF attachment) to Ryan Cooke at cooker@wcsu.edu no later than Friday, March 12, 2021 by 12:00pm, noon. Please note that failure to do so will result in this candidate's application being incomplete, and they will be withdrawn from the process.

Resident Assistant Letter of Recommendation Form

WESTERN CONNECTICUT STATE UNIVERSITY, DEPARTMENT OF HOUSING & RESIDENCE LIFE

Name of Applicant: _____

Your Name: _____

Your Position: _____

Company: _____

Your Email: _____

Your Phone: _____

How long have you known the applicant: _____

In what capacity do you know the applicant:

To the best of your ability, please speak to the applicant's ability to successfully work with others as a part of a team:

Resident Assistant Letter of Recommendation Form

WESTERN CONNECTICUT STATE UNIVERSITY, DEPARTMENT OF HOUSING & RESIDENCE LIFE

To the best of your ability, please comment on how you believe the individual you are completing this letter of recommendation for will be able to effectively discharge the duties listed on the cover page and be able to manage their time effectively while doing so. And/Or, please comment on why you believe the candidate you are writing this letter of recommendation for may struggle with discharging certain responsibilities listed above. Your candor is appreciated:

Signature: _____

Date: _____