Dear Applicant,

On behalf of everyone in the Department of Housing & Residence Life, we sincerely appreciate your interest in the Resident Assistant (RA) position!

We are happy to announce that applications are currently being accepted for the 2020-2021 academic year.

Please note our anticipated selection timeline:

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tr>
<td>New-Applicant Applications Live</td>
<td>Friday, February 7, 2020</td>
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<tr>
<td>Completed Application Questionnaire</td>
<td>Friday, March 6, 2020</td>
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<td>and Package due by 4PM</td>
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<tr>
<td>Spring Break</td>
<td>Monday, March 16, 2020 to Friday, March 20, 2020</td>
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<tr>
<td>Individual Interviews</td>
<td>Monday, March 9, 2020 to Friday, April 3, 2020 [Excluding Spring Break]</td>
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<tr>
<td>Modified Group Process</td>
<td>Saturday, April 4, 2020 and/or Sunday, April 5, 2020</td>
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<tr>
<td>Notifications</td>
<td>Wednesday, April 8, 2020</td>
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<tr>
<td>Accept/Decline Decision From Candidates</td>
<td>Monday, April 13, 2020</td>
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<td>due by Noon</td>
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Should you have any questions, we strongly encourage you to attend any of the following Info Sessions regarding the Resident Assistant (RA) position. The Info Session will cover a more detailed look at the RA position (responsibilities, time commitments, etc.), be a chance to ask current RAs any questions you may have about the position, and clarify any questions you may have about the application itself and/or the process.

*Your attendance is not required in order to apply. Furthermore, should you decide to attend, you do not need to stay for the entire time if you need to come late/leave early for class, etc.*

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<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>Thursday, February 13, 2020</td>
<td>11:00AM to Noon</td>
<td>Westside Campus Center Room 212/214</td>
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<tr>
<td>Tuesday, February 18, 2020</td>
<td>6:00PM to 7:00PM</td>
<td>Midtown Student Center Room 201B</td>
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<tr>
<td>Friday, February 21, 2020</td>
<td>Noon to 1:00PM</td>
<td>Midtown Student Center Room 226</td>
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<tr>
<td>Wednesday, February 26, 2020</td>
<td>7:00PM to 8:00PM</td>
<td>Westside Campus Center Room 212/214</td>
</tr>
<tr>
<td>Thursday, February 27, 2020</td>
<td>3:00PM to 4:00PM</td>
<td>Midtown Student Center Room 226</td>
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Position Overview/Responsibilities:
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. Primarily, this requires the following [bullets that are highlighted are activities/responsibilities that yield more of a time commitment]:

- 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 RD.
- Attending bi-weekly 1-1 meetings with your supervising RD.
- 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 (HFS) inspections, timesheets, duty change requests, Incident Reports (IRs), maintenance requests, etc.
- Check your University email at least on a daily basis.
- Work a weekly RA Duty shift, generally one night per week and one weekend per month (although some staff sizes may dictate a more frequent rotation). For duty, you’re required to be in the building and on-call at all times during your duty shift.
  - Duty runs 5:50PM on the night of your duty day until 8AM the following morning. As an example, if your duty night was Tuesday, you would be required to be in the building by 5:50PM Tuesday, and remain in the building and on-call until 8AM Wednesday morning. Duty includes sitting front desk hours, making rounds of the building, etc.
- 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.
- Work a portion of either Spring or Thanksgiving break.
- Arrive prior to the start of each semester to participate in mandatory RA training.
- Work 5 non-payroll hours per 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 RD.
- Prepare and maintain all bulletin boards at least monthly, or as directed by your supervising RD.
- 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.
Job Qualification Requirements:

- Must be registered as a full-time student at Western Connecticut State University for the academic year.
- Must meet Satisfactory Academic Progress (SAP) standards, earning at least 12 credit hours per semester.
- Must have and be able to maintain at least a 2.5 cumulative GPA. If this minimum is not maintained, the RA will be terminated from the position. Grades will be checked after each semester.
- Must also achieve at least a 2.0 GPA each semester. If the semester GPA is below 2.0, the RA will be terminated from the position.
- Must be in good judicial standing with the Office of Judicial affairs, along with the Department of Housing & Residence Life.
- Must have completed one semester at Western Connecticut State University as a full-time student.
- Ability to serve for the full academic term.
- Must be able to attend mandatory training prior to the start of each semester.

Remuneration:

- All room rental fees covered;
- A meal plan is included at no cost;
  - Westside RAs receive a Blue meal plan
  - Midtown RAs receive a Platinum meal plan
- A stipend, paid via the student payroll on a bi-weekly schedule (*considered taxable income*) of:
  - Westside - $950/semester ($1900/year)
  - Midtown - $250/semester ($500/year)

**NEW BEGINNING FALL 2020**: Priority Registration!
Application Requirements:

- You must meet all qualification requirements above.
- You must complete an online application questionnaire by the designated due date:
  - https://forms.gle/9iJuMSemcA2S0gXk8
- You must include a one page cover letter (in PDF form).
  - If you don’t know what a cover letter is, or need help organizing/writing one, consider utilizing WCSU’s Career Success Center for help, or various online resources.
    - Westside Campus Center—Room 300
      (203) 837-8263
careersuccess@wcsu.edu
  - Somewhere in your cover letter, please be sure to address who you are, how you heard about the RA position, why you are applying, what skills and capabilities you believe you will bring to the position, and how those would benefit both the residents that you’d serve as well as the Department of Housing & Residence Life.
- You must include a current copy of your resume (in PDF form).
  - If you currently do not have a resume, or need help updating/formatting your existing resume, consider utilizing WCSU’s Career Success Center for help, or various online resources.
    - Westside Campus Center—Room 300
      (203) 837-8263
careersuccess@wcsu.edu
- One letter of recommendation, received from your reference (in PDF form) by the application deadline. Do not send the letter of recommendation yourself to the Selection Committee.
  - Your letter of recommendation must be from a WCSU faculty or staff member who has experience with your work ethic and can speak to how your personality is suited to the position. Former employers are also acceptable if a WCSU faculty or staff member is not available.
    - The letter of recommendation form can be found in the same section that you found this application at https://www.wcsu.edu/housing/employment/ (it is a separate PDF attachment). You are responsible for sending this form to your reference for them to complete and then submit on your behalf. The form contains specific instructions on who they submit it to when completed. Please make your reference aware of the deadline! Any letters of recommendation not received by the application deadline will result in your application package being incomplete and subsequently withdrawn from consideration.

All of the above components (cover letter, resume, letter of reference, and application questionnaire) make up a complete application package! Only completed applications received by the application due date of Friday, March 6, 2020 by 4PM will be considered. Please email your cover letter and resume in one PDF to RD Ryan Farrell at farrellr@wcsu.edu. Incomplete and/or late applications will not be considered (no exceptions).

Please feel free to reach out to the RA Selection Chairperson(s) with any questions at all:

- Resident Director (RD) Ryan Farrell—Litchfield Hall
- Resident Director (RD) Lafayette Gerst—Pinney Hall