Dear Applicant,

On behalf of everyone in the Department of Housing & Residence Life, we sincerely appreciate your continued 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>Re-Applicant Applications Live</th>
<th>Friday, February 7, 2020</th>
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</thead>
<tbody>
<tr>
<td>Completed Application Questionnaire and Portfolio due by Noon</td>
<td>Monday, March 2, 2020</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Monday, March 16, 2020 to Friday, March 20, 2020</td>
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<tr>
<td>Individual Interviews/Portfolio Presentations</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>
</tr>
<tr>
<td>Accept/Decline Decision From Candidates due by Noon</td>
<td>Monday, April 13, 2020</td>
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</table>

Re-Applicant and New Applicant selection are being held concurrently. Below are the dates and times for the RA Info Sessions. Although more applicable to prospective applicants, you are welcome to attend any of these as well!

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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Thursday, February 13, 2020</td>
<td>11:00AM to Noon</td>
<td>Westside Campus Center Room 212/214</td>
</tr>
<tr>
<td>Tuesday, February 18, 2020</td>
<td>6:00PM to 7:00PM</td>
<td>Midtown Student Center Room 201B</td>
</tr>
<tr>
<td>Friday, February 21, 2020</td>
<td>Noon to 1:00PM</td>
<td>Midtown Student Center Room 226</td>
</tr>
<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/9iJuMSemcA2SQgXk8](https://forms.gle/9iJuMSemcA2SQgXk8)
- As part of your re-application, you are to create a portfolio that showcases your work, skills, and abilities within the Resident Assistant position. Not only that, but a portfolio is a great way to collect and organize your best work in one central location. With consistent care, your portfolio can become a valuable memento of your tenure in Residence Life, or a potential asset should you choose to seek a position in Higher Education/Student Affairs post-graduating. For your portfolio:
  - 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 why you are re-applying for the RA position, what you have brought to the position thus far/any accomplishments, and how the Department of Housing & Residence Life, along with the resident base it serves, would benefit from the re-hire of you specifically.
  - 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
Door Tags—Please choose at least three sets of door tags that you are most proud of from this past year. Discuss the following with each set of door tags separately:
  - Why you are proud of this door tag;
  - How this door tag met the specific interests of your residents;
  - Any feedback/reactions (if applicable) you received from your residents regarding the door tag.
It is strongly encouraged that you include relevant photos.

Bulletin Boards—Please choose at least three bulletin boards that you are most proud of from this past year. Discuss the following with each bulletin board separately:
  - Why you are proud of this bulletin board;
  - How this bulletin board met the specific interests of your residents; OR, what specific educational information was on this bulletin board that your residents could take away;
  - Any feedback/reactions (if applicable) you received from your residents regarding the bulletin board.
It is strongly encouraged that you include relevant photos.

Programs—A snapshot of your programming efforts provide us with an insight into how effective you are at identifying, and exploiting, the relevant interests of the residents in your building/section. Please choose three programs that you are most proud of from this past year, two of which must be educational. For each program separately, discuss the following:
  - Why are you most proud of this program;
  - Where did you get the idea for this program;
  - How did this program meet the specific needs and interests of your residents;
  - How was this program received by your residents?
If possible, please include any relevant photos/advertisements/handouts/etc. from the program.

Anything else you would like to include for the Selection Committee to consider regarding your application for re-hire?

**If you are an RA that was hired at the beginning of the Spring semester, you may not have completed three programs, bulletin boards, or sets of door tags yet. Instead, please just reference the work you have done so far**

There are no restrictions on how you decide to “plate and serve” your portfolio, as long as every component is present. The selection committee is intentionally being vague with this, because we want to see how your final portfolio reflects you as an individual. However you decide to create your portfolio, all components of the portfolio as outlined above must be included.

All of the above components (your portfolio and application questionnaire) make up a complete application package! Only completed applications submitted by the application due date will be considered. The application questionnaire must be submitted by Noon on Monday, March 2, 2020. Portfolios must be handed-in to the Main Housing Office, or emailed to RD Ryan Farrell at farrellr@wcsu.edu, by Noon on Monday, March 2, 2020.

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