



# Western Connecticut State University Department of Housing & Residence Life

Dear Applicant,

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

We are happy to announce that applications are currently being accepted for the Spring 2023 academic year.

Please note our anticipated selection timeline:

<b>Completed Application Questionnaire, Cover Letter, Resume, Letter of Rec.</b>	Wednesday, November 30, 2022, 12 PM
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<b>Individual Interviews Virtual Via Teams</b>	Scheduled as needed - rolling interviews
<b>Decision Notifications</b>	TBD
<b>Accept/Decline Decision from Candidates</b>	Will be outlined in decision letter

Please feel free to reach out to the Selection Chairperson with any questions:

**Jennifer Moran**

Resident Director  
Fairfield & Litchfield Hall

(203) 837-9060  
moranj@wcsu.edu

## **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 [some that may have 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 Resident Director.
- Attending bi-weekly 1-on-1 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, 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 8:00am 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 8:00am Wednesday morning. Duty includes sitting info 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 and building preparation.
- 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 and any other public displays and rosters at least monthly, or as directed by your supervising Resident Director.
- Prepare and maintain all bulletin boards 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 and deemed necessary by the Department of Housing & Residence Life.

## **Job Qualification Requirements:**

- Must be registered as a full-time student at WCSU for the academic year.
- Must meet Satisfactory Academic Progress standards, earning at least 12 credit hours per semester.
- Must have and be able to maintain at least a 2.5 cumulative grade point average (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 WCSU 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 - \$950.00/semester (\$1,900.00/year)
  - Midtown - \$250.00/semester (\$500.00/year)
- Priority registration for classes

### **Application Requirements:**

1. You must meet all qualification requirements above.
2. Complete the questionnaire below.
3. 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: (203) 837-8263 or [careersuccess@wcsu.edu](mailto: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.
4. 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: (203) 837-8263 or [careersuccess@wcsu.edu](mailto:careersuccess@wcsu.edu)
5. One letter of recommendation, submitted by your reference by the application deadline.
  - Your letter of recommendation **must be from a WCSU faculty/staff member, OR from a past employment supervisor.**
  - **The letter must be received from your reference directly!** The letter must be sent to [hrlstudentemploymentopp@connect.wcsu.edu](mailto:hrlstudentemploymentopp@connect.wcsu.edu). 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 recommendation, and application questionnaire) make up a **complete application package**! Only completed applications received by the application due date of **Wednesday, November 30, 2022** by 12:00pm will be considered. Please email your cover letter and resume **in one PDF** to the Selection Committee at [hrlstudentemploymentopp@connect.wcsu.edu](mailto:hrlstudentemploymentopp@connect.wcsu.edu). Incomplete and/or late applications will not be considered.



As previously mentioned, part of the selection process is a Personal Interview. You will have a personal interview with the Selection Committee, which will be budgeted for half an hour. **In order to expedite the personal interview scheduling process**, please provide the Selection Committee with time blocks (between the hours of 10:00am to 3:00pm Monday through Friday).

Please select **all** of the following times you are available for an interview (minimum of 10 different selections):

**Mondays**

10:00am-10:30am

1:00pm-1:30pm

10:30am-11:00am

1:30pm-2:00pm

11:00am-11:30am

2:00pm-2:30pm

11:30am-12:00pm

2:30pm-3:00pm

**Tuesdays**

10:00am-10:30am

1:00pm-1:30pm

10:30am-11:00am

1:30pm-2:00pm

11:00am-11:30am

2:00pm-2:30pm

11:30am-12:00pm

2:30pm-3:00pm

**Wednesdays**

10:00am-10:30am

1:00pm-1:30pm

10:30am-11:00am

1:30pm-2:00pm

11:00am-11:30am

2:00pm-2:30pm

11:30am-12:00pm

2:30pm-3:00pm

**Thursdays**

10:00am-10:30am

1:00pm-1:30pm

10:30am-11:00am

1:30pm-2:00pm

11:00am-11:30am

2:00pm-2:30pm

11:30am-12:00pm

2:30pm-3:00pm

**Fridays**

10:00am-10:30am

1:00pm-1:30pm

10:30am-11:00am

1:30pm-2:00pm

11:00am-11:30am

2:00pm-2:30pm

11:30am-12:00pm

2:30pm-3:00pm

**Please Note:**

The Department of Housing & Residence Life reserves the right to place RAs where the need is and where an individual's skills are best utilized. The Office of Housing & Residence Life will only retain students who currently satisfy the requirement for GPA and judicial standing. If your GPA falls below a 2.5 or your judicial standing changes, Housing & Residence Life reserves the right to revoke your offer for employment. In order to be considered you must submit a complete application and fulfill all mandatory obligations.

If you are currently receiving financial aid and/or plan to next semester, there is a possibility your aid will be affected if you receive the RA position. Please see the Financial Aid Office to review your circumstances.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**