

MEMORANDUM

TO: Resident Assistant Applicants

FROM: Stacey Pierce, Assistant Director of Housing & Residence Life

DATE: February 26, 2007

RE: Resident Assistant Candidate Process

We are very excited that you are interested in the Resident Assistant position at Monroe Community College for the 2007-2008 academic year!

In order to be eligible as an RA candidate, you must submit an application, attend an info session, and attend group process to be considered for the RA position. Info sessions are hosted by current RAs so that applicants can be provided with information and ask questions by students who are doing the job. This is an excellent opportunity to find out what the position is like from someone who lives it! Applicants will also be required to attend Group Process. During Group Process, applicants will go through a series of activities to observe communication, teamwork and leadership styles, skills and etc. Applicants are encouraged to be themselves so that the best decisions regarding selection and placement can be made.

The RA position is an incredible student leadership opportunity. It comes with great responsibility and great reward. The skills that you will learn will be an asset to you as an RA and in your life beyond the position.

If you have any questions about the position or process, please contact the Housing and Residence Life Office at 292-3674, contact a Resident Director in the residence halls or send an email to residencehalls@monroecc.edu.

Good luck!

Stacey N. Pierce
Assistant Director of Housing & Residence Life

Resident Assistant (RA) Selection Process-Spring 2007

Applications

- Available at Res Life Office and DCC Student Services beginning Monday, February 26th
- Due to Res Life by Monday, March 12th by 4:45pm

RA Information Sessions

- Each candidate must attend ***one*** session
 - Wednesday, March 14th 12-1pm 3-119
 - Wednesday, March 14th 4-5pm 3-121
 - Wednesday, March 14th 8-9pm Tribune Hall Common Room
 - Thursday, March 15th 2-3pm 3-121
 - Thursday, March 15th 4-5pm 3-121
 - Friday, March 16th 11-12pm 3-119
 - Friday, March 16th 3-4pm 3-121

RA Candidate Interviews

- Held weeks of Monday, March 12th-Friday, March 23rd
- Candidates will be contacted to schedule their interview date and time after they turn in their completed application
- Candidates should dress business or “snappy” casual

Group Process

- Candidates must attend this event
 - Sunday, March 25th 3-7pm Forum
- Attire for this event is “snappy” casual. There will be different group activities and we encourage all candidates to be comfortably dress yet appropriate for this part of the interview process.

Pro Staff Selection

- Week of April 9th-13th
- Res Life professional staff members will select the RA staff for the 2007-2008 academic year and a pool of alternate candidates

Notifications mailed

- Beginning Monday, April 16th
- Candidates will be informed if are:
 - selected and offered an RA position for the 2007-2008 academic year
 - selected and offered an alternate position (these candidates would remain eligible to be an RA in the event that another RA is unable to fulfill their duties)
 - not offered an RA position

Position Announcement

Position Title: Resident Assistant
Department: Housing and Residence Life
Reports to: Resident Director

Primary Responsibilities:

The Residence Halls at Monroe Community College provides students with the opportunity for growth and development in an environment of interaction and learning. Resident Assistants (RA) provides leadership, assistance, and support to the students living in the residence halls. The RA serves in diverse roles and works in collaboration with the professional staff and other RAs to maximize the experiences of students in the halls. Due to the nature of the job, an RA needs to be an effective manager of his/her time and personal commitments. An RA may only have additional on or off campus employment with the permission of the Resident Director (RD). An RA is employed from late August to the beginning of June. Mandatory RA training is held prior to the beginning of each semester.

Specific Responsibilities:

- Promote a community learning environment, by providing educational and social programs each month.
- Responsible for changing content of floor bulletin boards each month and maintaining floor theme and decorations.
- Respond to student resident needs and concerns.
- Hold at least two (2) meetings with assigned residents per semester, and others as necessary.
- Establish a leadership team of floor representatives who will promote teamwork and collaboration.
- Help to ensure the health and safety of student residents.

Duties:

- Assist in administrative responsibilities such as completion of room condition reports, incident reports, check in/check out processes, room inspections, office coverage, administrative paperwork and other tasks as assigned.
- Participate in residence hall duty coverage. One Resident Assistant is on duty for each building every night (weekdays and weekends); duty coverage is split between the three RAs in each building. Be present and accounted for during duty hours.
- Participate in housing and residence life staff meetings, including weekly individual meetings with the supervising Resident Director, a weekly staff meeting, and monthly in-service training.
- Immediately inform the Resident Directors of any unusual occurrences in the halls.
- Assist with all residence hall openings/closings as well as Residence Hall Orientations for the residents.
- Communicate, interpret and consistently enforce residence hall policies, regulations, and the College's Code of Conduct.
- Serve as a role model and student resource.
- Serve as a resource concerning College and Residence Hall policies and procedures.
- Make referrals when appropriate to other campus offices, staff or faculty.
- Work with the Community Assistant to promote programs and maintain bulletin boards.

Qualifications:

- Completed one year of course work at Monroe Community College and earned a 2.25 G.P.A.
- Good standing with student conduct.
- Matriculated at MCC and registered full time.
- Academic load enrollment limited from 12 to 18 hours each semester.
- Maintain good academic and judicial standing at the College.
- Additional employment is limited to 15-20 hours.
- RAs involved in other on-campus leadership responsibilities must obtain permission from a Resident Director.

Remuneration and Benefits

- Full single room waiver and \$1,400 (\$700/semester). This is distributed in bi-weekly checks.