



MEMORANDUM

TO: Resident Assistant Applicants

FROM: Shelitha Dickerson, Director of Housing & Residence Life

DATE: March 13, 2006

RE: RA Candidate Process

We are very excited that you are interested in the Resident Assistant position at Monroe Community College!

In order to be eligible as an RA candidate, you must attend one of the **mandatory** information sessions. When you submit your completed application at the Res Life Office, you will sign up for an interview.

Note: All RA candidates must attend an info session and submit an application to be considered.

You may choose from one of the information session dates below:

- | | | |
|-------------------------------------|---------|---------------------|
| ○ Monday, March 20 th | 4-5pm | 3-119 |
| ○ Tuesday, March 21 st | 5-6pm | Pioneer Common Room |
| ○ Wednesday, March 22 nd | 10-11am | 3-119 |
| ○ Thursday, March 23 rd | 8-9pm | Tribune Common Room |

Attendance will be taken at each information session! Sessions are hosted by RAs.

Candidates will also be required to attend Group Process. Group Process will be held Sunday, April 2nd from 4-7pm in the Forum.

If you have any questions, contact the Housing Office at 292-3674 or contact a Resident Director in the residence halls.

Good luck!

Shelitha W. Dickerson
Director of Housing & Residence Life



Resident Assistant (RA) Selection Process-Spring 2006

Applications

- Due to Res Life by Monday, March 27th at 12 noon
- Available at Res Life Office and DCC Student Services beginning Monday, March 13th

RA Information Sessions

- Each candidate MUST attend one session
 - Monday, March 20th 4-5pm 3-119
 - Tuesday, March 21st 5-6pm Pioneer Common Room
 - Wednesday, March 22nd 10-11am 3-119
 - Thursday, March 23rd 8-9pm Tribune Common Room

RA Candidate Interviews

- Held weeks of Monday, March 27th-Friday, April 7th
- Candidates will sign up for an interview time when they return their application
- Candidates will be notified of the location for their interview Friday, March 24th
- Candidates should dress business or “snappy” casual

Group Process

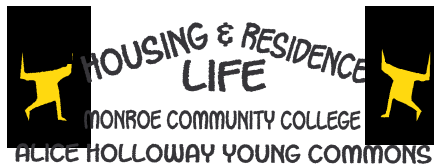
- Candidates MUST attend this event
 - Sunday, April 2nd 4-7pm Forum
- Attire for this event is “snappy” casual. There will be different group activities and we encourage all candidates to be comfortably dress yet appropriate for this part of the interview process.

Pro Staff Selection

- Tuesday, April 11th-Friday, April 21st
- Res Life professional staff members will select the RA staff for the 2006-2007 academic year and a pool of alternate candidates

Notifications mailed

- Beginning Monday, April 24th
- Candidates will be informed if are:
 - selected and offered an RA position for the 2006-2007 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 RA's 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-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 at least four (4) educational activities per semester and three (3) community development activities per 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.