



Office of Housing and Residence Life Resident Assistant Recruitment and Selection Process

Dear Student Staff Applicant:

We are excited that you are considering applying for one of our positions. It is our belief that the Resident Assistant is one of the greatest leadership opportunities available for students!

The decision to become a student staff member is not one that should be made lightly. These positions are demanding, challenging, and REWARDING!!! Student Staff positions are an opportunity for you to make your mark as a leader, ally, and role model for students at Old Dominion University. We hold high expectations for our staff and expect them to enforce and follow University and hall policies.

Please consider your commitment carefully as you begin this process.

Your application packet contains the following:

- Application
- Essay questions
- Two (2) Candidate Reference forms

Please review this application packet carefully. The recruitment process is outlined with specific dates, time and instructions.

Throughout the recruitment process, we will be in contact with you via your university email account. It is vital that you frequently check your email and reply to messages you receive regarding the Resident Assistant Selection and Recruitment Process. Should you have any questions, please email us at housing@odu.edu.

Best of luck in the process,

Resident Assistant Recruitment and Selection Committee
Office of Housing and Residence Life
Old Dominion University
(757) 683-4283



Office of Housing and Residence Life Resident Assistant Position Description

The Resident Assistant position at Old Dominion University assumes an active leadership role through the development and preservation of a positive living and learning environment within the residential communities. As a member of the Office of Housing and Residence Life team, the RA position focuses on student interaction, community development, communication, and the administrative management of the residential communities at Old Dominion University. Successful RA candidates will demonstrate an understanding of the RA position; effective communication; leadership potential; a desire to work, learn, and live with a diverse student population; and a sincere interest in working with his or her fellow students.

Student Interaction/Community Development

- Serves as a role model by exercising good judgment; following all University and departmental policies; and maintaining good academic standing.
- Is visible and available to residents in the community.
- Develops relationships with all residents on a residence hall and/or apartment community.
- Serves as an advocate and ally for all students in the community.
- Maintains availability to residents on a daily basis.
- Identifies and offers assistance to students who have personal, academic, health, or other concerns.
- Assists students in resolving conflicts.
- Provides information, support, and guidance to community members and refers students as needed to appropriate professionals.
- Encourages residents to utilize campus and community resources.
- Preserves the confidentiality of personal interactions and students when appropriate.
- Encourages interpersonal and group interactions among residents.
- Commits to developing a community that is safe, open, and supportive of all residents.
- Helps to promote an environment conducive to academic success for the residential community.
- Assumes a leadership role in developing a sense of responsibility amongst the community members and fostering consideration for the rights and freedoms of others.
- Assists students in the development of educational, social, cultural, and recreational programming.
- Enforces hall regulations and maintains standards of community behavior.
- Encourages community members to maintain standards of community behavior.
- Promotes an understanding of State and Federal Laws, University and Housing policies and procedures, the *Student Code of Conduct*, and the *Monarch Creed*.
- Participates in floor and hall activities and encourages residents to do so.

Communication

- Works under the direct supervision of a Resident Hall Director and/or Graduate Assistant.
- Keeps the RHD/GA regularly informed of activities, interactions, and issues on the RA floor.
- Works cooperatively with other paraprofessional staff, professional staff, and support staff.
- Participates in developing cross-cultural communication skills through ongoing training and development.



- Responds to and reports all maintenance, security, student concerns and/or incidents in a prompt manner.
- Attends and participate in weekly staff meetings.
- Attends weekly and bi-weekly one on one meetings with their supervisor.

Administrative Responsibilities

- Completes reports and standardized forms as requested/specified by the Resident Hall Director and/or Graduate Assistant.
- Serves on-duty functions during regularly assigned evening and weekend hours and as specified by the RHD/GA (Duty hours are defined as Sunday-Thursday 7p.m.- 8a.m. the following day, Friday and Saturday 7p.m.-7p.m. the following day.)
- Provide duty coverage for residence halls that remain open over breaks.
- Performs tasks associated with opening and closing residence halls.
- Implements residence hall and University policies and procedures.
- Performs staff duties at any time in the event of policy violations or health, life safety, and other emergencies or significant campus events.
- Participates in staff selection processes, Open Houses, and other Housing events throughout the year.
- Actively participates in ongoing staff training and development programs.
- Performs other duties as assigned.
- Be evaluated by RHD/GA and participate in evaluations of RHD/GA.

RA Position Benefits

- **Leadership experience.** Serving as a role model, mentoring students through their college experience, coordinating activities, handling emergencies, engaging in challenging and stimulating dialogue, and having overall responsibility for a suite or apartment style community.
- **Workplace skills.** Improvement of many transferable skills, useful in any career. Examples include: communication, interpersonal relations, organizational, assertiveness, programming, critical thinking, and crisis management.
- **Cross Cultural Competence.** Exposure to a diverse and dynamic working and living environment. Enhanced skills in communicating, working with, and understanding people different from you.
- **Financial Benefit.** \$7500 stipend per academic year and a single room in residence hall/apartment at the rate of \$1000 per semester. Powhatan Resident Assistants receive \$8250 per academic year because their employment term extends from July 29, 2009- June 1, 2010. Resident Assistants in Dominion House receive \$7875 per academic year because their employment terms extends from August 10, 2009-June 1, 2010. Resident Assistants working in buildings that remain open during break periods (Whitehurst, Powhatan Village, and Dominion House will receive additional compensation during the break periods in the form of Monarch Plus) (*Note: Resident Assistants are responsible for their paying their own meal plan.*)



Qualifications and Stipulations

- Undergraduate applicants
 - Must have completed 26 credit hours at the time of hire.
 - Must have and maintain a full-time student load of (12) credit hours per semester.
 - Must have and maintain a 2.50 or better cumulative/term GPA.
- Graduate level applicants
 - Must have and maintain a full-time student load of nine (9) credit hours per semester.
 - Must have and maintain a 3.0 or better cumulative/term GPA
- Applicants must be in good judicial standing and abide by State and Federal Laws, University and Housing policies and procedures, the *Student Code of Conduct*, and the *Monarch Creed* while employed by the Office of Housing and Residence Life.
- All applicants MUST pay the \$250 is a Housing and Dining deposit and submit a 2009-2010 Housing Agreement to secure your placement in housing. If you are not placed at the conclusion of our hiring process, you will be provided a period for release from your 2009-2010 Housing Agreement.
- Resident Assistants are required to commit to a full academic year of employment.
- First semester Resident Assistants are not permitted to have employment other than the Resident Assistant position.
- Staff members cannot hold employment outside the Office of Student Housing. Staff members are limited to a total of 10 hours per week additional work through the Office of Student Housing (i.e. Desk Assistant and/or Student Administrative Assistant)
- Staff members should limit their extracurricular activities due to the time commitment and demands of the RA position. Extracurricular activities will be monitored and will result in employment actions if job performance is impacted.
- Students who are student teaching, holding internship/clinical positions requiring more than 20 hour a week commitment, serving as Student Government President, Editor of the Mace and Crown, and Student Activities Council President are not permitted to apply for a Resident Assistant position.
- International candidates must have all required paperwork (i.e. work visa) to obtain work approval through International Student and Scholar Services.
- All Resident Assistants must attend fall training **August 14, 2009 through August 25, 2009** and winter training **January 7, 2010 through January 12, 2010**.
(Note: Training times may be added or altered, all staff members are required to attend training sessions.)
- Resident Assistants hired for the **Powhatan** are required to return for training and employment **July 29, 2009**. Resident Assistants hired for **Dominion House** are required to return for training and employment on **August 10, 2009**. Contracts for Resident Assistants in these communities reflect a 9 ½ month and 10 month employment period.