

*Hamilton College  
Office of Residential Life  
Resident Advisor Application  
2009-2010*

**\*\*\* If hired for an RA position, please understand the compensation may have varying degrees of impact on your financial aid package.\*\*\***

<b>Name</b>	<b>Cumulative GPA</b>
<b>Building/Room #</b>	<b>Class Year</b>
<b>Major/Academic Interest</b>	<b>Cell Phone</b>
<b>Email Address</b>	<b>Home Address and Phone</b>

*Please type your responses to the following questions and attach to the back of this application.*

- ❖ Why are you interested in a Resident Advisor position?
- ❖ What unique skills and abilities do you believe you will bring to the RA position, your community, and the Office of Residential Life?
- ❖ What type of community do you feel you would succeed best in and why (First Year, Upperclass, etc.)?
- ❖ As a member of a community, how can you create an inclusive environment that celebrates and appreciates diversity?

- ❖ As a Resident Advisor, how could you make the Hamilton College Community more like your definition of an ideal community?
- ❖ How would you describe your style of leadership?
- ❖ Describe how you manage your schedule and prioritize commitments.
- ❖ Based on the variety of roles a Resident Advisor has to balance (staff member, community leader, role model, resource, mediator, etc.) what are the biggest challenges you foresee for yourself as an RA?

**Please attach a copy of your resume.**

**RA Recommendation:**

Please have a current Resident Advisor fill out the attached recommendation form and return it to the Office of Residential Life by the deadline mentioned below.

**\*\*\* All Application Materials are due by 4:30pm on Friday,  
February 6<sup>th</sup> in the Office of Residential Life\*\*\***

***Hamilton College***  
***Resident Advisor Reference Form***

***To the Applicant:***

Fill out this part of this form before giving it to the RA of your choice.

Applicant's Name \_\_\_\_\_

Name of RA Reference \_\_\_\_\_

Under the Provisions of the Family Education Rights and Privacy Act,

\_\_\_\_\_ I retain my right of access to this evaluation.

\_\_\_\_\_ I waive my right to access to this evaluation.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

***To the Evaluator:***

The above student is applying for a Resident Advisor position. The Resident Advisor is a part-time, para-professional student staff member of the Office of Residential Life. By serving in the roles of peer counselor, advisor, role model, programmer, and administrator, the Resident Advisor facilitates an environment which is conducive to and in line with the academic mission of Hamilton College. Under the supervision of an Area Director and ultimately the Office of Residential Life and Division of Student Life, the Resident Advisor is the primary facilitator of the development of the residence hall community.

Individuals selected as Resident Advisors must possess good interpersonal skills, leadership potential, and a high degree of maturity. An effective Resident Advisor needs to be able to confront peers, show sensitivity towards others, possess good time management skills and respect the differences in individual values and lifestyles. It is also important that the Resident Advisor has the ability to initiate, plan, and organize activities.

How long and in what capacity have you known the candidate?

What limitations does the applicant have?

Please rate the candidate according to the following scale:

1=Poor	2=Below Average	3=Average	4=Above Average	5=Excellent
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Feel free to provide any additional comments after each area or on a separate sheet.

Level of Maturity	1	2	3	4	5	n/a	
Appreciation for Diversity	1	2	3	4	5	n/a	
Leadership Ability	1	2	3	4	5	n/a	
Works well with Peers/Faculty	1	2	3	4	5	n/a	
Motivation	1	2	3	4	5	n/a	
Communication Skills	1	2	3	4	5	n/a	
Time Management	1	2	3	4	5	n/a	
Mediation/ Advising Skills	1	2	3	4	5	n/a	
Ability to Confront Others	1	2	3	4	5	n/a	
Judgment/Decision Making Ability	1	2	3	4	5	n/a	
Ability to Maintain Confidentiality	1	2	3	4	5	n/a	
Assertiveness	1	2	3	4	5	n/a	
Ability to Handle Stress	1	2	3	4	5	n/a	
Organizational Skills	1	2	3	4	5	n/a	

By reading the statement at the beginning of this reference form of what a Resident Advisor candidate should possess, would you recommend this applicant for a Resident Advisor Position?

Highly Recommended     Recommend     Recommend with Reservations     Do Not Recommend

**Completed forms should be returned by Friday, February 6<sup>th</sup> to:  
Office of Residential Life, 198 College Hill Road, Clinton, NY 13323**

## Resident Advisor Selection Process Housing Preference Form

Name: \_\_\_\_\_

When assigning Resident Advisors to residence halls and houses, many factors are considered. The professional staff in the Office of Residential Life tries to take your housing preferences into consideration. When determining RA placement, our goal is to balance gender needs of a community as well as the skills and interests of each RA within a building. Please understand you are not guaranteed your choices.

Please complete the following:

**1. Please indicate what types of students you would like to work with (predominantly upper class students or first years) and explain why:**

**2. I prefer to work in a (please circle):**

Single-sex area	Co-ed area	Either
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**3. Please circle special interest areas in which you would like to live.**

Substance Free Housing	Quiet Housing
Woollcott Co-Op	Rogers Estate

**4. Please list your top 10 building preferences (1 being your first choice). We cannot promise you will be granted your preferences, but we will take them into consideration.**

___ Babbitt	___ McIntosh
___ Bundy East	___ Milbank
___ Bundy West	___ Minor
___ Carnegie	___ North
___ Dunham	___ Rogers Estate
___ Eells	___ Root
___ Ferguson	___ Saunders
___ Griffin Road	___ South
___ Keehn	___ Skenandoa
___ Kirkland	___ Wallace Johnson
___ Major	___ Wertimer
	___ Woollcott CO-Op

**5. Please feel free to share any additional information that you would like us to keep in mind during the Resident Advisor placement process.**

## *Hamilton College* *Resident Advisor Job Description 2009-2010*

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The Resident Advisor is a part-time, para-professional student staff member of the Office of Residential Life. By serving in the roles of peer counselor, advisor, role model, programmer, and administrator, the Resident Advisor facilitates an environment which is conducive to and in line with the academic mission of Hamilton College.

Under the supervision of an Area Director and ultimately the Office of Residential Life and Division of Student Life, the Resident Advisor is the primary facilitator of the development of the residence hall community.

### *Minimum Qualifications*

1. Resident Advisors must be a sophomore, junior, or senior and a full time student at Hamilton College.
2. Resident Advisors must maintain a minimum grade point average of 80 during the period of employment, unless waived by the Director of Residential Life. To determine this, the Office of Residential Life has the right to obtain records of RAs' GPAs at the completion of each semester and at the time of hire.
3. Resident Advisors must abide by all College Policies & Regulations and must not be on academic or disciplinary probation.

### *Duties and Responsibilities*

#### **Training**

Training is considered essential to the development of the residential program. RAs are required to participate in Fall and January Training. **If you cannot commit to the entire RA Training, you will not be able to accept a Resident Advisor position.**

#### **Individual student contact**

- Know names and pertinent information about residents; maintain contact with residents.
- Maintain a high profile in the hall and with residents on both weekdays and weekends; be approachable and receptive.
- Encourage interaction among all students in the residence hall.
- Create an environment in which individual differences are respected and celebrated.

- Confront and document inappropriate behavior (i.e., behavior inconsistent with Hamilton College policies).
- Mediate conflicts between residents and roommates.
- Observe and respond to student behavior which may indicate personal, social, or academic problems.
- Be informed about campus resources and encourage students to take advantage of them.

### **Community Development**

- Plan and implement social, educational, and recreational programs.
- Involve residents in program planning.
- Communicate regularly with residents through bulletin boards, meetings, and informal contact.
- Assist residents in establishing and maintaining community expectations and in accepting responsibility for group/individual issues.
- Assume an active role in New Student Orientation.

### **Team Member**

- Provide support for staff members and staff decisions.
- Assist in the selection and training of new Resident Advisors.
- Keep supervisor informed of residence hall issues.
- Participate in personnel and program evaluation.

### **Administrative**

- Assist with hall opening and closing each semester.
- Complete room inventories at the beginning and end of the year and as room changes occur.
- Investigate and report room and common area damage.
- Know and communicate room change procedures.
- Inform supervisor of student/hall concerns regarding facilities, food service, and housing procedures.
- Assist with health and safety inspections each year.
- Complete weekly reports thoroughly and on time.
- Assume on-call responsibilities.

### **Supervision**

The Resident Advisor reports to and is supervised by an Area Director. Regular and frequent contact, as well as attendance at staff meetings, is expected. Written reports may be expected concerning specific situations. On-going feedback is provided on RA job performance. RAs are formally evaluated each year.

## *Conditions of Employment*

- Resident Advisors may not be otherwise employed for more than 10 hours per week without supervisor's approval.
- Major extracurricular involvements such as a varsity sport, office in a student organization, etc., must be discussed with supervisor in advance.
- Resident Advisors living in residence halls with special dining options are required to fully participate in those specific meal plans.
- Resident Advisors should expect to be on campus during all or part of at least one break, except when residence halls are closed. Weekends away should be coordinated among Resident Advisors in each residence hall and with supervisors to ensure that halls are adequately staffed. Resident Advisors should not plan to be away for more than one weekend per month during any semester. The position is an academic year commitment.

## *Compensation*

The compensation for this position is a full room credit. Please recognize that in some cases this can have varying degrees of effect on your financial aid package. If you have specific questions about this, please contact the Business Office.