

MOHAWK COLLEGE RESIDENCE

Resident Advisor Application & Information Package, 2012-2013

Being an RA is a life changing experience. The skills and experiences gained from this position prepare student leaders for the careers in almost every field. And, if nothing more, the people you meet while building a community in Residence are friends that will last a lifetime!

*We respect, appreciate, and encourage diversity.
All qualified candidates are encouraged to apply.*

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APPLICATION PROCESS

December	Residence Life Staff Applications available
February 4, 2012 12p-2p February 9, 2012 6p-8p	Applicant Information Sessions Location: Meeting Room 1 (Main Lobby in Residence) *All applicants are encouraged to attend one of these sessions as they are designed to set you up for success in our process and provide you with more background information on positions.
February 15, 2012	Application Deadline *All applications are to be submitted by 4:00pm via (a) online application form at www.mohawkrez.ca , OR, (b) by e-mail to twalker@stayrcc.com , OR (c) the front desk or the residence life office (hard copy). Please address all applications to the Residence Life Coordinator.
March 10, 2012	Group Interview and Applicant Assessment Process Location: Meeting Room 1 and 2 (Main Lobby in Residence) *This is often called a 'carousel' interview process, where you and a small group of applicants will work together and participate in a series of activities. You will be observed by current residence staff as you engage in problem solving, team building, event planning, and communication exercises. This will be about 2 ½ - 3 hours in length.
March 12, 2012	Offer Letters Sent to Successful Applicants
March 16, 2012	Position Acceptances Due
March 27, 2012	New Staff 'Meet and Greet'
March-April	New Staff Orientation
August 13 – Move-in Day	Residence Life Staff Training

APPLICATION CHECKLIST: (1) Completed Application Form; (2) Current Resume, (3) Cover Letter

KEY CONTACTS: For any questions related to this job opportunity please contact Tara Walker at ext. 4003 or twalker@stayrcc.com

*****Please keep this page - do not hand it in with your application*****

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JOB SUMMARY

NATURE AND SCOPE: The Resident Advisor (RA) is an upper-year student who is expected to act as a leader, role model, mentor, resource and support to students living residence. The primary objective of the RA and the Residence Life Department is to foster a community environment that eases the student transition into college/university and supports the personal and academic success of their students. The RA will live in an assigned residence room and be responsible for facilitating social and educational programs and creating a safe, respectful environment through the enforcement of the Residence Community Living Standards.

CONTRACT PERIOD: From the beginning of the Residence Life Staff Training Program in August (approx. August 13, 2012) until 24 hours after last scheduled exam in the Fall Semester AND from the time the Residences re-open in January until 24 hours after the last scheduled exam in the Winter Semester (approx. April 30, 2013). **Note:** The RA is expected to move in to residence early each semester to participate in training and assist with building preparation and orientation programming. The RA will also remain on campus after exams to assist with residence move-out processes.

REMUNERATION: RAs are compensated at a rate \$10.25 per hour. All RAs will be paid for the full duration of the Residence Life Staff training program. During the academic year, 'Full-time' RAs will be scheduled for approximately 16 hours per week and 'Part-time' RAs will be scheduled for approximately 8 hours per week. The full value of the RA contracts is estimated to be approximately \$6000 for Full-time and \$3800 for Part-time RAs. **Note:** All RAs will be expected to follow all residence application and admission procedures, including paying all residence fees prior to moving into residence.

ORGANIZATIONAL STATUS: RAs will report directly to the Residence Life Coordinator (or designate) who will provide training, support and assistance in the execution of the RA's responsibilities. Resident Advisors work in co-operation with other staff including but not limited to: the Residence Life Manager (RLM), the General Manager (GM), the Operations Manager (OM), Customer Service Representatives (CSR), other residence and college staff, student leadership groups and community partners.

ACADEMICS AND TIME COMMITMENT: All RAs are students first and are therefore expected to model positive academic habits and maintain a strong GPA (65%) throughout the duration of their employment. RAs are expected to give the responsibilities of the position priority over all other activities except those which pertain to his/her academic success.

QUALIFICATIONS AND CONDITIONS OF EMPLOYMENT

- Must be enrolled as a full-time student for the contract term
- A minimum academic achievement of C+ (65%) prior to and during contract term
- A passion for leadership; Excellent communication skills; Positive attitude; Team player
- Demonstrated positive contribution to the residence community (and a clean student conduct record)
- Prior to the commencement of the term of the contract, each RA candidate must complete the following:
 - Independent completion of 'Standard First Aid' & CPR Level "C" (Must be valid for the duration of the contract term)
 - Valid Criminal Record Check (will be conducted by Residence Management)
 - Pre-service orientation and information sessions (1-2 days in April);
 - Pre-service summer online learning modules (1-3 hours of reading and correspondence);
 - Residence Life Staff Property Training Program (1-2 weeks in August);
 - Residence Life Staff Training Conference (1 week in August);
- Any other Institutional requirements deemed necessary.

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Resident Advisor Application Form

Section One: Applicant Information

Name: _____ Room Number _____ Extension _____

Email Address: _____

Home Phone _____ Mobile Phone _____

Mailing Address (Home): _____

What program are you studying? _____

What year are you currently in? _____ Grade Point Average _____

Are you planning to do a co-op/placement next year? YES NO

Are you legally allowed to work in Canada? YES NO

Section Two: Short Answer Questions

Please answer the following questions in the space provided. Attach extra pages if you require additional space.

1. Have you been a Resident Advisor at another College/University? (circle one) YES NO
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2. Describe what you believe to be the most important contribution a Resident Advisor can make to improve the quality of life in residence?

3. The role of a RA is a demanding and challenging one. How would you cope with the pressure of being an RA combined with the demands of being a student?

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4. What do you hope to gain personally from being an RA?

5. What do you feel are your greatest strengths?

6. What do you feel are areas that you need to improve on to be successful as an RA?

7. What previous work experience do you have that relates to the RA position?

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Section Three: References

Please provide three references that are qualified to evaluate your ability to meet the responsibilities of a Resident Advisor. We will be contacting these references.

Your application will be incomplete without the three references. It is your responsibility to follow up with those individuals to inform them that someone will be contacting them. **Make sure that your references know you on a level where they can honestly evaluate you.**

1. Name: _____ Relationship: _____
Email Address: _____ Phone Number: _____

2. Name: _____ Relationship: _____
Email Address: _____ Phone Number: _____

3. Name: _____ Relationship: _____
Email Address: _____ Phone Number: _____

Section Four: Declaration of Representation

I, _____, hereby declare that the information provide in this application and in any attachments are true and complete to the best of my knowledge and belief. I have reviewed the RA Job Summary and understand the Qualifications and Conditions of Employment.

As a condition of my candidacy for any Residence Life Staff position, I authorize Residence to verify my marks and perform a check of my student conduct history in residence. I understand that as a condition of my employment, RAs members must achieve a minimum of a 65% academic average during the last semester and as a cumulative average.

I am also aware that if I am successful for this position I am required to attend ALL pre-service information, orientation and training sessions detailed in the RA Job Summary. This includes moving into residence early for training beginning the week of August 13, 2012.

Applicant Signature _____ Date _____

****Please do not forget to attach a current resume and cover letter.***