

# Resident Assistant and Summer Conference Assistant Application 2014-2015

## Applicant Information:

\_\_\_\_\_  
First Name M.I. Last Name Date of Birth

\_\_\_\_\_  
School Email Address Cell Phone Cumulative GPA

\_\_\_\_\_  
Current Address City State Zip

\_\_\_\_\_  
School Major Class Expected Graduation Date

## Which position(s) would you like to be considered for?

- Summer Conference Assistant (SCA) for Summer 2014 (May- August 2014)
- Resident Assistant (RA) for academic year (July 2014- May 2015)
- Both the SCA and RA positions (May 2014- May 2015)

## Essay Questions for SCA and RA applicants (attach *typed, 12 point font, maximum 2,500 words*):

- 1) Describe the ideal RA or SCA.
- 2) Why are you applying for the RA and/or SCA position? What skill sets can you bring to the table as an RA and/or SCA? What do you expect to gain from the RA and/or SCA position?
- 3) Assess your current living community's strengths and weaknesses. What improvements would you make?
- 4) How do you currently deal with stress and balance all of your personal, academic, and work commitments?
- 5) Please provide any additional information that you would like the Selection Committee to know.

## Additional Question for SCA Applicants Only:

- 6) The SCA position is between 20 and 30 hours a week. What other time commitments will you have over the summer (part-time jobs, vacations, organizations, volunteer work, etc.)?

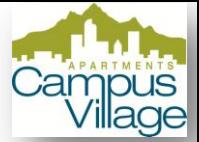
**Cover letter and resume:** Please attach your cover letter and resume to this application.

## Acknowledgement of roles and expectations

- Yes, I have read and understand the RA and/or SCA roles and expectations of Campus Village Apartments.
- Yes, I understand that I can apply for either the RA or SCA position or both simultaneously.
- Yes, I have carefully considered my academic course load and other commitments for the summer and/or 2014-2015 academic year and feel confident in my decision to apply for an RA and/or SCA position.
- Yes, I have read and agree to attend all of the dates outlined on the RA and SCA Application Process Timeline.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Resident Assistant & Summer Conference Assistant Application Timeline 2014-2015

All Summer Conference Assistant (SCA) and Resident Assistant (RA) applicants must complete the following in order to be eligible for the SCA or RA position:

**1. Information Session**

- Attend one of the 4 options for dates and times below.\*

**2. Completed Application**

- Submit application to the Campus Village Front Desk by March 3, 2014 at 5pm.

**OR**

- Email application to the Selection Committee (rddenver@edrtrust.com) by March 3, 2014 at 5pm.

**3. Individual Interview**

- Sign up for one thirty minute Individual Interview time slot at the Campus Village Front Desk.

**4. Group Process**

- Attend the Group Process on Friday, March 14, 2014 from 3-6pm.\*

**5. Offers and Acceptance Confirmations via email**

- Check your school email.

**6. Leadership Training**

- *If selected for either the SCA and/or RA position, attend both sessions on Friday, April 11<sup>th</sup> and Friday, April 18<sup>th</sup> from 1-4pm.\**

*\*If you are a non-Campus Village resident, please check in at our Front Desk and then meet in our Classroom.*

• **Informational Sessions (attend one out of the following four options)\*\*:**

- Thursday, January 30, 2014 at 6pm
- Sunday, February 9, 2014 at 8pm
- Wednesday, February 12, 2014 at 7pm
- Tuesday, February 25, 2014 at 4pm

• **Individual Interviews (sign up for one interview on one of the following dates and times)\*\*:**

- Monday, March 10, 2014 from 9am-noon and 1-4pm
- Tuesday, March 11, 2014 from 9am-noon and 1-4pm
- Wednesday, March 12, 2014 from 9am-noon and 1-4pm

**\*\*If you have important schedule conflicts with these events, please contact us at: [rddenver@edrtrust.com](mailto:rddenver@edrtrust.com)**



# Resident Assistant Job Description for Academic Year 2014-2015

## Position Summary

A Resident Assistant (RA) is an undergraduate or graduate student that serves as a link between full time office staff and residents, as well as the implementation of policies, procedures, sales and regulations. The RA is responsible for a broad range of functions in the community.

The RA role is one of leadership, trust, and responsibility and contributes significantly to the personal growth and development of the staff member and his/her peers. The RA offers additional opportunities and experiences for professional growth and development.

An RA will work approximately 25-30 hours/week during a semester working with the residential community. Because of the unique and specialized nature and responsibilities of an RA position, an individual accepting this role must be prepared to commit time and energy to performing the expectations to the best of his/her abilities. Establishing and maintaining relationship with the residents and other staff is fundamental to the effective performance of the RA role and, as such an RA interested in pursuing any regular time commitment outside of the RA position above 5 hours per week must gain prior approval from their Resident Director. Such time commitments include additional employment, volunteer work, athletic participation, student organization involvement, special program events, etc.

The RA time commitment includes but is not limited to:

- Desk shifts between 8am-10pm
- Nightly duty shifts
- Weekly staff meetings every Friday morning (time TBD)
- Weekly 1 on 1 meetings
- Monthly room walks
- Open door hours
- Floor Meetings
- Monthly Bulletin Boards

All RA appointments are made for the academic year and are contingent upon satisfactory performance and compliance with all policies and procedures. RAs should plan to work as an RA for the entire academic year (August-May).

Campus Village does not close for academic breaks or holidays. Therefore, RAs are expected to work half of Thanksgiving, Winter, and Spring Breaks. RAs will also work over other holiday and academic breaks.

## Qualifications

**Required:** RA candidates must have and maintain a minimum 2.5 grade point average and be enrolled in an Auraria Campus school

**Preferred:** At least 1 academic year experience living in a Residence Hall

## Compensation

- Furnished studio apartment with all utilities, cable and wireless internet provided
- 19 meals/week meal plan (when dining is in service)
- CVA parking



## **RA Duties and Responsibilities**

### **Administrative:**

- Work 4-5 week day desk shifts per week (2 hours each)
- Work every other weekend desk shifts
- Work Holiday/academic break desk shifts
- Attend weekly Staff Meetings every Friday morning (time TBD)
- Attend weekly 1 on 1 meetings with professional staff
- Complete weekly reports emailed to supervisors each Monday
- Support in the training of new RAs that join the staff in desk functions (including how to do mail) and duty responsibilities (including how to boot and remove boots from cars)
- Update bulletin boards on a Monthly basis
- Create new door decorations each semester

### **Programming:**

An RA provides effective programming for the residents in his/her community by initiating planned programs throughout the semester. Programs should address the cultural, educational and social needs of his/her residents and reach both residents on the RAs floor and the larger CVA community. The RA is an effective facilitator of community issues on his/her wing and assist the hall staff in this effort. Further, the RA supports other RA programs through attendance, promotion and assistance when needed.

### **CVA Regulations and On-Call/Duty Responsibilities:**

An RA will know and adhere to the rules and regulations pertaining to student behavior and communicate them to residents. All RAs will be trained and develop consistent methods of enforcing rules and regulations, and assist students in developing methods of self-enforcement. An RA will provide continuous interaction and be an example which encourages students to act with reason, to assume responsibility for their actions, and to be consistently considerate of the rights of others.

### **Duty Responsibilities:**

- Participate in the RA duty rotation
  - Physically be in the building and respond and report any CVA incidents; about 2 nights per week from about 5pm-8am on week days and 5pm to 5pm on weekends and holidays/breaks

### **General:**

- Complete monthly room walks, reaching every resident on your floor
- Support in Campus Village Open House events
- Assist with administrative tasks and other various duties as assigned

### **Staff Training and Communication:**

Following selection, assignment and acceptance of the RA position, all RAs will be required to participate in spring Leadership Training. This training will take place on two Fridays: **April 11<sup>th</sup> and 18<sup>th</sup> from 1-4pm.**

### **2014-15 Academic Year Dates:**

- RAs return to CVA on **Monday, July 28, 2014** by 5pm for Fall Training
- RAs return to CVA on **Saturday, January 10, 2015** for desk/duty shifts and **Monday, January 12, 2015** for Winter Training
- The academic year 2014-2015 RA position ends **Wednesday, May 20, 2015**

All RA's participate in the promotion and selection of new RA/SCA candidates in the spring semester.



# Summer Conference Assistant Job Description for Summer 2014

## Position Summary

A Summer Conference Assistant (SCA) is an undergraduate or graduate student that serves as a link between full time office staff and summer interns and conference residents, as well as the implementation of policies and procedures. The SCA is responsible for a broad range of functions in the Campus Village Apartment (CVA) community.

The SCA role is one of leadership, trust, and responsibility and contributes significantly to the personal growth and development of the staff member and his/her peers. The SCA position offers additional opportunities and experiences for professional growth and development.

SCAs will work approximately 20-30 hours/week from **Monday, May 19<sup>th</sup>- Friday, August 8<sup>th</sup>** (if you are selected as a 2014-15 RA you will begin RA training at the end of July). All SCA appointments are made for the term and are contingent upon satisfactory performance and compliance with all policies and procedures. SCAs do not have to be in class to be working over the summer.

## Qualifications

**Required:** SCA candidates must have a minimum 2.5 grade point average

**Preferred:** At least 1 academic year experience living in a Residence Hall

## Compensation

- Furnished 4x2 apartment with all utilities, cable and wireless internet provided
- Meal plan when dining is open (summer hours are **very limited**)
- CVA parking

## SCA Duties and Responsibilities

- **Administrative:**
  - Work 8-10 2-hour desk shifts per week between 8am-12am
  - Attend weekly Staff Meetings
  - Update bulletin boards as requested
- **On-Call/Duty Responsibilities:**
  - Participate in the SCA duty rotation (about 1 night per week)
    - While on duty SCA's complete 2 rounds of the building per night
    - Summer duty requires SCAs to be present at CVA for 24 hours when on call
- **Programming for residents:**
  - Plan and execute 1 program with a fellow SCA
  - Plan and execute 1 large-scale program with half of the SCA staff
- **General:**
  - Complete CVA building tours
  - Support in CVA open house events and orientations
  - Summer intern and conference check ins/outs
  - Conference preparation
  - Room walks
  - Assist with administrative tasks and other various duties as assigned

## Staff Training and Communication:

Following selection, assignment and acceptance of the SCA position, all SCAs will be required to participate in spring Leadership Training. This training will take place on two Fridays: **April 11<sup>th</sup> and 18<sup>th</sup> from 1-4pm.**

## 2014 Important Summer Dates:

- SCAs start training on **Monday, May 19, 2014 (8am-5pm)**
- The Summer 2014 SCA position ends **Friday, August 8, 2014** (if you are selected as a 2014-2015 RA you will begin RA training the end of July)