Selection Process

Whitworth University
Residence Life
300 West Hawthorne
509.777.3271
http://www.whitworth.edu/administration/studentlife/index.htm
Dear Prospective Resident Assistant:

Take a deep breath...breathe!

You’re about to start a journey that I believe is nothing less than life changing. By filling out this RA application you are telling Residence Life that you want to be part of something bigger than yourself. You are telling us that you want to be involved in helping students figure out who they are and how they fit into the Whitworth community. You are also telling me that you want to continue to grow yourself.

This process is not an easy process. Growing in and of itself can be painful. But with this growth comes a greater understanding of yourself and the role you play in relationship to others. It will take time and you may feel overwhelmed, but you will be transformed if you allow the process to work, and I can’t wait to play my small part in that process.

Before you begin completing your application, take time to read all of the materials within this brochure and posted online. The Resident Assistant job description will help you more fully understand the position for which you are applying, and give you the best possible chance at becoming an RA next year.

Give special attention to the enclosed timeline. If you have questions regarding the position please refer to the FAQ document included in this packet or contact a Resident Director. We look forward to seeing you involved in the hiring process.

Sincerely,
Tim Caldwell
Director of Residence Life
**TITLE:** Resident Assistant

**RESPONSIBLE TO:** Resident Director of the community where the Resident Assistant works and lives.

**POSITION DATA:** 8 1/2 month, part-time, live-in position requiring approximately 16 hours per week. Employment begins August 22, 2018 for RA training and will end May 21, 2019 (the day after the halls close). Actual employment period corresponds to the opening and closing of Whitworth University housing, including Jan Term. Please note some work, such as assisting with the Housing Lottery and additional training times are not compensated, but are required. All RAs will be required to attend a weekly staff meeting and the RA class (GE 330). All RAs are also expected to have a roommate (excludes Theme House RAs) for both semesters; the Housing Office is not responsible for this placement.

**QUALIFICATIONS:**
- A. Full time Whitworth student in good standing.
- B. Have lived on-campus at Whitworth at least 2 semesters. Transfer students who are otherwise qualified may also apply.
- C. Minimum class standing of at least sophomore standing for the year of employment.
- D. A minimum cumulative GPA 2.5 preferred. Must have 2.5 GPA by employment start or face probation/termination.
- E. A minimum of outside time commitments, making certain there are no conflicts with scheduled orientation and training sessions, weekly team meetings, GE 330 (required) and work responsibilities. Outside time commitments which may conflict with the RA position: Intercollegiate athletics (especially fall sports), athletic training/manager, ASWU positions, HUB manager positions, student teaching, internships, work study, Young Life, choir, theatre, clubs, and off-campus employment. The position requires approximately 16 hours per week, including weekend hours. **Resident Assistants may not be Small Group leaders on campus or student teachers.**
- F. Good relational, interactive, supportive and confrontational skills with a desire to strengthen each.
- G. Personal integrity and maturity on and off-campus.
- H. A desire to develop leadership skills and to grow both personally and professionally.
- I. RAs are encouraged not to work outside the RA position. Exceptions may be made only with the approval of the RD and the Director of Residence Life, but will not exceed 5-8 hours per week.

**OVERVIEW OF RESPONSIBILITIES:**

The responsibilities of the Resident Assistant fall into five general categories. **First,** the RA helps residents develop a sense of community within the living area by the programs they develop and by aiding and advising students in developing individual responsibilities, self-regulation, and personal growth. **Second,** the RA serves as a role model of a mature, growing adult. It is essential for RAs to maintain high visibility and connectedness with the students in their living area. The RAs **third** area of responsibility is to assist the Resident Director in the administration of the living area. The **fourth** area of responsibility involves serving as a supportive member of the Leadership Team. **Finally,** the RA demonstrates effective leadership skills and commits himself/herself to further developing and practicing these skills.
I. **HELP COMMUNITY DEVELOPMENT BY:**
   A. Knowing and maintaining on-going relationships with all students in your assigned area and facilitating the entrance of new students moving in throughout the year.
   B. Acting as a mediator in resident conflicts, including roommate problems.
   C. Providing opportunities for informal gatherings of students to discuss common concerns or group problems.
   D. Encouraging the development of a community that values individual differences and respects the rights and opinions of all residents (e.g. facilitate educational, community service and cultural programs).
   E. Giving students feedback on how their behavior impacts others.

II. **SERVE AS A POSITIVE ROLE MODEL BY:**
   A. Affirming the mission, goals and Christian heritage of Whitworth University.
   B. Modeling responsible behavior personally, academically, and socially both on campus and in the community.
   C. Being personally involved in resident activities and programs and in Whitworth University as a whole through participation in all-campus events.
   D. Demonstrating an able willingness to become personally involved with residents and their developmental tasks.
   E. Promoting responsible student behavior by confronting inappropriate behavior, rather than the individual, in order to encourage students to assume responsibility for the consequences of their behavior.
   F. Possessing good relational skills, working to improve these skills, and demonstrating mature decision-making skills.
   G. Maintaining a cumulative GPA above 2.5. Any term below a 2.5 will result in the RA being placed on probation and/or termination from the Resident Assistant position.

III. **ASSIST IN THE ADMINISTRATION OF THE LIVING GROUP AREA BY:**
   A. Reporting the condition of students’ living spaces immediately before and immediately following their occupancy. Administering students’ check-in/check-out and room changes as directed by the Resident Director and the Associate Director of Housing.
   B. Promptly reporting routine and emergency maintenance needs in the living area. Working with the custodial staff to maintain the physical well-being of living areas.
   C. Developing a working knowledge of the residence security systems (fire extinguishers, doors, and locks), aiding in the administration of fire drills, and working cooperatively with the security officers.
   D. Reporting violations of behavioral policies to the Residence Life office through incident reports and discussions with the Resident Director.
   E. Being available prior to the official opening and following the official closing of the residence hall each term to assist the Resident Director and residents.
   F. Submitting all required forms and reports in a timely fashion.

V. **SERVE AS A LEADER TO RESIDENTS BY:**
   A. Meeting regularly with residents as a group and individually for the purpose of disseminating information, providing learning experiences, fostering personal and relational growth, and developing attitudes of cohesiveness and mutuality among the residents.
   B. Maintaining a visible presence in the living areas through participation in residence functions, attendance at residence meetings, adherence to an “open door” policy and availability to the residents in your living area.
   C. Providing opportunities for students to grow in their faith, develop interpersonal skills, assess academic goals and career objectives, choose healthy personal goals and individual lifestyles, and develop an understanding and appreciation of diversity.
FOR RAs in RESIDENCE HALLS:
VI. **SERVE AS A MEMBER OF THE RESIDENCE LIFE STAFF TEAM BY:**
A. Providing a portion of the evening PrimeTime coverage and activities as scheduled by the Resident Director (approximately 8 evenings a month, which includes 2 weekend nights), including Fall Break, Thanksgiving, or Jan Term Break.
B. Completing evaluation and forms as requested by the Director of Residence Life or Resident Director.
C. Participating in the selection of new RAs for Jan Term and the following year.
D. Attending and participating in weekly Resident Assistant meetings (often Monday afternoons and evenings) and one-on-one meetings, as convened by the Resident Director.
E. Attending and participating in all orientations, training sessions, meetings, GE 330 and retreats.
F. Developing and executing individual Residence Programs. Minimal expectations are one program per semester (subject to change).
G. Being able and willing to intervene in crisis situation, and to refer those situations to the appropriate help.

FOR RAs in THEME HOUSES:
VII. **SERVE AS A MEMBER OF THE RESIDENCE LIFE STAFF TEAM BY:**
A. Attending eight Theme House events per month.
B. Assisting in planning and advertising Theme House events.
C. Completing evaluation and forms as requested by the Director of Residence Life or Resident Director.
D. Participating in the selection of new RAs for Jan Term and the following year.
E. Attending and participating in weekly Resident Assistant meetings (often Monday afternoons and evenings) and one-on-one meetings, as convened by the Resident Director.
F. Attending and participating in all orientations, training sessions, meetings, GE 330 and retreats.
G. Hosting one event for Theme House residents per month.
H. Co-planning one informational meeting per month for Theme House residents.
I. Being able and willing to intervene in crisis situations and to refer those situations.
# New Resident Assistant Selection Timeline

*Indicates further description below*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Place</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, February 15</td>
<td>Applications available</td>
<td>Whitworth Website</td>
<td></td>
</tr>
<tr>
<td>Thursday, February 15</td>
<td>Leadership Fair</td>
<td>HUB – MPR</td>
<td>11:00am-2:00pm</td>
</tr>
<tr>
<td>Monday, February 26</td>
<td>RA Applications due</td>
<td><em>Submit online</em></td>
<td>By 11:59pm</td>
</tr>
<tr>
<td>Wednesday, February 28</td>
<td>References due</td>
<td>Noon</td>
<td></td>
</tr>
<tr>
<td>Tuesday, March 6</td>
<td>Carousel placement email sent</td>
<td><a href="mailto:RA@whitworth.edu">RA@whitworth.edu</a></td>
<td>Evening</td>
</tr>
<tr>
<td>Fri-Sat, March 9-10</td>
<td>Carousels*</td>
<td>HUB (ABC or Chambers)</td>
<td>Fri – 5:30pm-8:30pm</td>
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<td></td>
<td></td>
<td></td>
<td>Sat – 9:00am-Noon</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sat – 1:00pm-4:00pm</td>
</tr>
<tr>
<td>Monday, March 12</td>
<td>Interview e-mail sent</td>
<td><a href="mailto:RA@whitworth.edu">RA@whitworth.edu</a></td>
<td></td>
</tr>
<tr>
<td>Tue-Wed, March 13-14</td>
<td>Sign-ups available</td>
<td>HUB (Student Life)</td>
<td>Tue 8am-5pm</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Wed 8am-Noon</td>
</tr>
<tr>
<td>Mon-Tues, March 19-20 (21th if needed)</td>
<td>First Year RA Interviews*</td>
<td>HUB (Student Life)</td>
<td>TBA</td>
</tr>
<tr>
<td>Friday, March 23</td>
<td>Hiring Decision e-mail sent</td>
<td><a href="mailto:RA@whitworth.edu">RA@whitworth.edu</a></td>
<td>5:00pm</td>
</tr>
</tbody>
</table>

*The Residence Life staff will be evaluating applicants through each phase of the process. Based on these evaluations, some applicants may not proceed to the next phase.*
Phase 1: Application
Your application, cover letter, resume, and references will be evaluated to determine if you meet the basic requirements to serve as a Resident Assistant. At this phase some students may not proceed to the carousel part of the process.

- For additional resources regarding résumés and cover letters, visit Career Services and/or use the following link:
  http://www.whitworth.edu/Administration/StudentLife/CareerServices/Students/CareerResources/index.htm
- References: You must complete AND submit the resident assistant application before a reference may be submitted. It is your responsibility to ensure all references have been completed and submitted prior to the date above. Any missing documents may result in your ineligibility from the process.
  - Your current RA
    1. *If you do not have a current RA, please use a previous RA or another current Student Leader. Similarly, you may also request a reference from a current or recent off-campus supervisor.*
  - A faculty or university staff member.
    1. Note: Resident Directors will NOT serve as a reference for any applicant.

Phase 2: Experiential process
**Carousels:** This part of the RA Hiring process consists of role playing various scenarios where candidates will showcase their skills and instincts by handling situations common to an RA’s experience.

Phase 3: Interviews
If invited to an interview, you will sign up for a 30-minute interview for which we strongly suggest you dress professionally and arrive early.

**THE NEXT PAGE ANSWERS FREQUENTLY ASKED QUESTIONS ABOUT BEING AN RA!**
Who is a Resident Assistant?

Whitworth University is looking for someone who...
• is genuine and authentic
• is a team player
• is interested in investing in the lives of others
• understands the importance of community
• is responsible
• has integrity
• is self-aware and teachable
• has an understanding of the RA position

Whitworth University is looking for authentic leaders.
The Residence Life staff seeks to hire people who are authentically themselves. Whether you are introverted or extroverted, from a faith background or not...we gladly welcome your application.

Expectations and Responsibilities

With whom will I work?
You will have the opportunity to work with many different types of people in your role as a Resident Assistant. You will work closely with your fellow Resident Assistants on your staff and your Resident Director. You will also get the chance to collaborate with Resident Assistants from staffs across campus throughout the year. Each living community (theme houses excluded) has a leadership team that may include ASWU, Cultural Diversity Advocates, Resident Assistants, and Campus Ministry Coordinators.

How much time will I spend a week as an RA?
In a sense, you will spend seven days a week, 24 hours a day as an RA. This does not mean that you’re always actively participating as an RA, but that you are an RA wherever you go. On average you will be spending about 16 official hours per week on the job – this includes staff meetings, programs, PrimeTimes.

What paperwork is required?
RAs are responsible for posting flyers, maintaining bulletin boards, and coordinating other “information sharing” tasks. There will be various assignments as a part of the GE 330 course that all Resident Assistants are required to take. Additionally, RAs are responsible for completing multiple types of paperwork:
● Incident Report Forms
● Student Concern Forms
● RA and RD Evaluations

Why does Residence Life prefer that I have a 2.5 minimum GPA?
Your first priority is that of student. That is why you are at Whitworth. A minimum preferred GPA requirement has been established to ensure that you succeed as a student. If you think you have an extenuating circumstance to explain your low GPA, you may apply. However, at the time employment begins, your GPA must be at a 2.5 or above. A GPA below a 2.5 will result in the RA being placed on probation and/or termination from the Resident Assistant position.

Are there other expectations for RAs?
RAs are expected to be role models and to follow all University policies. As student leaders, RAs are held to a higher behavioral standard. RAs can be dismissed for not performing the duties of the position at an adequate level; for violating Whitworth’s behavioral expectations for students; or for off-campus behavior that is a violation of the law or that negatively affects the ability of the RA to effectively do his/her job.

Community Building

What is PrimeTime?
Each day between 8 p.m. and 10 p.m. (8 p.m. – 11 p.m. in September) you may find student leaders available in the lounge or “living room” of the residence halls. They are there for a variety of reasons: to offer some sort of activity for residents to be involved in, to be a listening ear, or to get supplies that may be needed (vacuums, cleaning supplies, games, etc.). It is a great place to get to know other people who live in the building.
What is a Theme House Program?

Every theme house is required to do one program per month. Each program should be geared to fit the theme and mission of the house. A Theme House RA’s responsibilities include attending 10 programs per semester. They help advertise the program and aid in the organization of the program. RAs play an active role in helping houses assess and develop house purposes and programs.

What is a Standing Appointment?

This is a routinely scheduled activity (eg. Hall tea, floor dinner) that occurs once a week at the same time each week.

Compensation and Budget

What is the pay for the RA position?

As an RA the room cost is credited to your account and you will receive a bi-monthly stipend. If you are away for Jan Term you will not get paid for that month.

How and when do I get paid for being an RA?

The stipend can be credited to your student account balance or deposited as a paycheck. The default setting is that the stipend is direct-deposited into your checking account. In the first week of training, you will have the option to fill out paperwork to change the default.

Training and Work Schedule

What type of training is provided?

The Residence Life Staff will hold mandatory training programs in August; if selected, you will be notified of training dates during the spring term. Fall training begins mid-way through August. In late July or early August your Resident Director will contact you to discuss your arrival plans and you will be notified of the date, time, and location of our first training activity. Training will run continuously until the residence halls officially open. There will be evening and weekend training sessions and social activities planned. You are required to actively participate in all of the training and social activities. Plan your summer and work schedule accordingly.

What is a one-on-one?

In addition to staff meetings, you will have a weekly individual meeting with your Resident Director. This meeting is generally called a “one-on-one” because it provides a private time for you and your RD to discuss your progress as an RA and what is happening in your living area. Your one-on-one will generally last one-half hour to one hour.

What is GE 330?

GE 330 is a one credit leadership class that meets once a week both fall and spring semester that all Resident Assistants are required to take.

Can I leave on weekends?

Yes, you may leave weekends if you are not scheduled on PrimeTime. If you go away please let your RD know before you leave.

Do I have to work over breaks?

You are required to work one break in which the residence halls are open per academic year. You will coordinate this with your RD and your RA team, and are required to sleep on campus and provide PrimeTime coverage. Break coverage includes Fall Break, Thanksgiving Break, and Jan Term Break.

Am I required to open and close the hall, and what does that entail?

Opening entails arriving before the other students to welcome residents, troubleshoot, and be available to help others. We close the residence halls for Christmas Break, Spring Break, and at the end of the academic year. The RA staff in each hall works with their RD to determine who is responsible for opening and closing during each break period. Closing duties include checking students out and securing the building once all the students have left. Please do not make vacation or travel plans until you have consulted with your supervisor to determine what role you will be playing during each opening and closing. Your first priority is completing your RA job responsibilities.

General Questions about the Application Process

Can I choose the residence hall I want to be in?

Resident Assistant placement is determined by the Residence Life staff and is based on the needs of each living community and the teams being created for that specific community. Our selection process allows us to get a good idea of where you would fit in and allows you to share where you think you would thrive the best.

If I have violated behavioral policy, can I still be hired to be a Resident Assistant? Yes.