



Resident Assistant Application

Please print legibly in blue or black ink

Name: _____ Preferred Name: _____

DCB Address: _____ Cell Phone: _____

Home Address: _____ Home Phone: _____

Email: _____

We will contact you through this address. Please check this regularly throughout the process

Expected Graduation: _____ DOB: _____ Cumulative GPA: _____

Class Level: ☐ Freshman ☐ Sophomore Major: _____

Other Colleges Attended: _____

Do you anticipate having any commitments that may take time away from the RA position? If yes, explain:

Do you plan to hold a job during the next academic year? If yes, where? How many hours per week?

Are you involved in any activities and/or organizations on campus? If yes, please list and note any offices held.

Have you ever been arrested for any criminal offense? ☐ Yes ☐ No

Have you ever been convicted of any criminal offense? ☐ Yes ☐ No

Please list any judicial incidents you have been involved in since enrolling at Dakota College at Bottineau. Please note that involvement in a judicial incident does not disqualify you from the application process.

I understand that by signing this application, I declare all information given as true, complete, and accurate. In addition, I give the Residential and Student Life professional staff permission to verify my enrollment, GPA, and student conduct record.

Student Signature

Date

Work History

Please submit a copy of a current resume detailing your employment, leadership experiences, and extracurricular activities.

Essay Questions

Please answer the following essay questions thoughtfully and completely. Responses should be typed and submitted on separate pages. A minimum of one page, double-spaced, per question is appropriate. In addition, complete sentences should be utilized to compose essays that clearly articulate your response.

1. Why are you interested in serving as a Resident Assistant?
 2. Please describe the strengths you possess that would contribute to your success as a Resident Assistant. What weaknesses do you have which you will need to overcome to be a successful RA?
-

References

Two references are required. References may come from faculty, staff, organization advisors or a work supervisor. In addition, a current Resident Assistant may serve as **one reference**. The only people excluded from submitting a reference are members of the Residential and Student Life professional staff (Hall Directors and Director of Residential and Student Life). After selecting your two references, please have them fill out the attached form and return it to the Student Life office

Important Dates

Applications due to Residential & Student Life Director - ~~Monday, April 20, 2020~~
RA Selection Process - n/a
Applicant interviews with Director and Hall Directors - April 27-29
Applicants notified of their status - MAY 1st, 2020

Resident Assistant Selection Information

Minimum qualifications for hire:

- Full-time student with a 2.5 minimum cumulative GPA and free from academic probation
- On-campus living experience
- Free of or only minor disciplinary history

Items worth noting:

- Candidates who currently do not meet the 2.5 cumulative GPA minimum are welcome to apply and may be allowed to interview for the position. If determined to be hireable, they will be considered for placement if their cumulative GPA meets the requirement by May 19.
- Each student's Financial Aid package is unique. If you have any questions on how employment as a RA will affect you, please contact the Financial Aid Office in Thatcher Hall.

General Job Duties

The Resident Assistant is responsible:

- For a specific wing/floor in campus housing and know and become acquainted with every resident on his or her floor/wing. This is essential for RA effectiveness.
- To return early to the College in the summer to participate in the Resident Advisor Training Program
- To return early to the College at the beginning of each semester and after campus breaks
- To remain at the College until the last day of the semester and before each campus break
- To remain on-campus in the residence halls on weekends and evenings, when assigned duty by the Director of Residential and Student Life or Hall Directors. RAs may not have overnight leave for more than one weekend per month.
- To attend all conferences, in-service training sessions, and/or meetings called by the Director of Residential and Student Life or other College administrator(s).
- To serve as a liaison between residents and the Hall Director/Director of Residential and Student Life.
- To be accessible to residents on a regular basis.
- To hold direct floor/wing meetings with residents when necessary.
- To help build a sense of unity and community among housing residents.
- To ensure that students know the Residence Life rules and regulations.
- To plan in advance and implement at least two (2) activities or programs per semester and one (1) team program utilizing the Campus Nurse or Mental Health Specialist.
- To attend a minimum of 2 residence hall sponsored events or activities you aren't directly assisting with during each semester. You may be required to check in with the Hall Director/Director of Residential and Student Life at these events and activities. In order for the event/activity to count, you must remain in attendance for the entire time of the event or activity.
- To complete paper work, as requested.
- To perform regulatory as well as miscellaneous tasks and duties in the residential facilities as requested or assigned by the Director of Residential and Student Life, Hall Directors, or appropriate College administrator(s).
- To give their RA position priority over all areas of activity except academic course work.
- To respond to emergencies and crises and notifying appropriate College officials.
- To strictly abide by the alcohol and drug policy of DCB and North Dakota State Law. Any violation of these rules will result in dismissal from your job.
- To uphold and enforce all Dakota College at Bottineau rules and regulations.

Conditions for Employment:

- Resident Assistants charged with violation of campus regulations, ethical standards, or civil law will be subject to probation or termination.
- A student may not be awarded or maintain a Resident Assistant position while on academic or disciplinary probation and must be a full-time student with at least a 2.5 GPA. Not meeting this expectation is grounds for release from employment.
- Involvement in other employment or activities is contingent upon satisfactory performance by the Resident Assistant.
- Resident Assistants may not be employed off campus without prior written approval from the Director of Residential and Student Life and are limited to a maximum of 12 hours per week.

Ethical Guidelines for Resident Assistants

One of the functions of your Residence Hall Director is to help you make appropriate and ethical choices. We also want to help you to understand the power you have to influence and shape the attitudes and behavioral norms in the residence halls. It is of primary importance for us that you wield that power and influence responsibly and with care for individual students and the larger community. When possible, consult with your supervisors about ethically ambiguous situations before they occur. We believe in supervision as a developmental tool and understand that everyone can make a mistake. In situations where serious or continuous errors of judgment are evident, however, employment termination may be required both to maintain the integrity of the entire Residence Life program and to meet our ethical obligations to residents.

We have put together the following list to help you understand the types of behavior that we believe to have ethical implications. There will always be gray areas and no list can cover every eventuality.

You are responsible for knowing, understanding, and following ALL College policies/community standards and, in addition, for representing, monitoring, and enforcing those policies/standards for other students. You compromise your effectiveness if you fail to follow or represent them and face consequences ranging from reprimand to dismissal.

The following are behaviors you should not engage in:

- If the behavior is illegal.
- If the behavior appears to violate policy.
- If the behavior may jeopardize your credibility or the credibility of the Residence Life program.

If you have doubts, discuss with your Residence Hall Director.

Expectations:

- Be a positive role model, both in your academic work and your behavior.
- Build positive relationships with your residents and fellow staff members (Residence Hall Directors, Director, and Resident Assistants).
- Participate in your staff duty rotation in an equitable manner, which may include College breaks.
- Maintain a positive, professional attitude without misusing your position or authority.

Unacceptable Behavior:

- Violating Community Standards, College policies, or the Student Code of Conduct
- Underage RAs possessing/consuming alcoholic beverages, using an illegal substance, or having a fake ID
- Of-age RAs consuming alcohol or using an illegal substance with any underage student or on campus. Purchasing alcohol or illegal substances for any underage students. Consuming alcohol or using any substances, illegal or otherwise, that affects your ability to respond – even if not on call. Using alcohol or illegal substances in an irresponsible manner that jeopardizes your credibility.

- Engaging in questionable or illegal activities in off-campus situations where other students could be aware of your actions
- Making little or no effort to meet expectations
- Breaching confidentiality

Other Issues of Note:

- You should be supportive of your staff team, their decisions, and their policy interpretations.
- Your hall and staff should demonstrate consistency in dealing with situations or conflicts that arise.
- You should be firm with your residents and model behavior that they can learn from. The distinction is subtle but your emphasis should be concern for personal safety and community impact rather than simply enforcement and discipline.
- You should be fair and honest with yourself and your residents, which may involve placing disciplinary actions before friendships.
- You should attempt to build a community that respects and celebrates a variety of opinions and identities.
- You should attempt to provide a living environment that is pleasant and enjoyable, both for your residents and for yourself.

Facebook and Other Social Networks

Some RAs and other student groups use Facebook to connect with students and even spread the word about activities or programs of interest. Here are some other points to consider that may not be as understood about Facebook and other social networking sites:

- Many students are under the false assumption that content is private information because the site is “password protected.” To the contrary, information and pictures posted on the internet are in the public domain. This public content (i.e., pictures, statements, quotations, group affiliations) creates a public persona.
- Facebook members have an opportunity to provide viewers with SIGNIFICANT pieces of private information, including room numbers, phone numbers, pictures, and class schedules. Nationwide, this has created an increased concern from College and University law enforcement officials that Facebook provides potential stalkers with all the information they need.
- Many students don’t realize when they set up their accounts that there are ways to protect some of this information from being posted. These options can be adjusted at any time by going to the “My Privacy” tab of the Facebook main page.

The prevalence of online social networks has both positive and negative implications for Resident Assistants. We expect RAs to understand the influence they have on other students as role models and agents of the College. This includes RA behavior on and off campus. Many sites, including Facebook, make public students’ choices and affiliations (i.e., behaviors stated or implied by pictures, statements or group affiliations). Residence Life believes that one’s online persona needs to be consistent with expectations for being a positive role model from the campus community. Therefore, Residence Life may look at RA candidates’ online profiles and will address concerns as they arrive with any candidates who have ethically questionable material.

Resident Assistant Reference Form

Applicant's Name: _____
(Last, First, MI)

EVALUATOR: By law, evaluations such as this one can be kept confidential only if the applicant has signed a waiver to that effect. Before you complete the evaluation, please note whether or not the waiver (below) has been signed.

APPLICANT: By law, we must allow you, upon referral, access to completed evaluations unless you sign a waiver indicating otherwise. This waiver is provided should you choose this option.

☐ I waive my right to access this evaluation form once it has been completed.

☐ I reserve my right to access this evaluation form once it has been completed.

Applicant Signature: _____

How well do you know the applicant? ☐ Slightly ☐ Fairly Well ☐ Very Well

Under what circumstances and for how long have you known the applicant?

The above person has applied for a Resident Assistant (RA) position in the Residence Life program at Dakota College at Bottineau. The position is for a student who lives in each of our residence halls. RAs provide individual support for students and help to create a positive community experience through their relationships with residents and the planning of educational and social programs. They are resources for students and assist students with academic, personal, social, and lifestyle concerns. RAs also help Residence Life with the administrative tasks of managing a residence hall system for over 200 students. The position is demanding of personal time and requires significant initiative and effort

We have listed below many of the skill sets or characteristics most needed in a strong candidate. We would appreciate your frank response to the items below based on your experience with and knowledge of the applicant.

NA – Not able to rate; 1 – Low or No Skill; 2 – Some Skill; 3 – Skilled; 4 – Highly Skilled	NA	1	2	3	4
LEADERSHIP: Inspires others; able to coordinate and lead activities; able to facilitate group interaction					
ORGANIZATION: Prioritizes tasks and manages time wisely					
ATTITUDE: Maintains a positive outlook and realistic perspective; has enthusiasm and physical energy					
INITIATIVE: Approaches new situations; self-motivated; sets and accomplishes goals					
RESPONSIBILITY: Dependable; prompt; accurate with administrative responsibilities; make mature decisions					
COMMUNICATION: Grasps ideas; able to read, speak, write, and listen effectively					
MATURITY: Has common sense and shows good judgment; self-aware; able to deal with diverse populations					
SOCIAL SENSITIVITY: Is sensitive to and understanding of others' feelings and responds appropriately					
INTEGRITY: Is honest; adheres to community standards; is a role model; maintains confidentiality					
OVERALL EVALUATION: Please summarize your knowledge of the applicant using the same scale above					

Please provide support for your OVERALL EVALUATION of this applicant. Specific observations of the skill areas on Page 1 will be helpful.

What do you consider the applicant's most outstanding characteristic?

What weaknesses might challenge the applicant's performance as a Resident Assistant?

Signature: _____ Date: _____

Name: _____ Title: _____

Please return by MONDAY, April 20, 2020

Residential & Student Life; Dakota College at Bottineau
105 Simrall Blvd; Bottineau ND 58318
FAX: 701.228.5499

Resident Assistant Reference Form

Applicant's Name: _____
(Last, First, MI)

EVALUATOR: By law, evaluations such as this one can be kept confidential only if the applicant has signed a waiver to that effect. Before you complete the evaluation, please note whether or not the waiver (below) has been signed.

APPLICANT: By law, we must allow you, upon referral, access to completed evaluations unless you sign a waiver indicating otherwise. This waiver is provided should you choose this option.

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What do you consider the applicant's most outstanding characteristic?

What weaknesses might challenge the applicant's performance as a Resident Assistant?

Signature: _____

Date: _____

Name: _____

Title: _____

Please return by MONDAY, APRIL 20, 2020

Residential & Student Life; Dakota College at Bottineau
105 Simrall Blvd; Bottineau ND 58318
FAX: 701.228.5499