



RESIDENT ASSISTANT EXPECTATIONS

The Resident Assistant (RA) is a paraprofessional member Steve Brown Apartments (SBA) residence life staff and a team member of the Campus Connect program. Resident Assistants are selected for their ability to communicate openly and directly with fellow students, to facilitate a sense of community among residents, to uphold and abide by SBA policies and procedures, and to serve as a resource for students. Resident Assistants (RA's) play a vital role in creating a positive community living environment and the quality of their efforts directly impacts the quality of life experienced by all members of the SBA community.

The Resident Assistant's (RA's) primary duties consist of planning and implementing programs for residents, aiding in the administration of the community, and acting as a resource person for students. The individual who accepts this position must be an energetic, positive, assertive, sensitive, and resourceful person who interacts well with others.

Qualifications for Academic Year Resident Assistants:

Student Status

It is important for a Resident Assistant to not only have a good grasp on their college requirements, but also be able to maintain a positive balance between the academic requirements and their employment as a Resident Assistant.

- To be eligible for a Resident Assistant Position undergraduate students must be enrolled for at least twelve (12) credits, graduate students must be enrolled as a student for at least four (4) credits.
- No student shall register for more than 15 credits per semester unless prior approval is obtained from the Residence Life Coordinator.
- Resident Assistants must have a GPA of at least 3.0 prior to being offered a position and must maintain at least a 3.0 after receiving an offer and for the duration of employment. Any RA falling below a 3.0 after the first semester faces a review board and may not be extended an offer for the second semester.
- Resident Assistants must have completed at least 2 semesters of college post high school graduation.

Non-academic Limitations

While SBA desires to attract active and engaged members of the UW community for its Resident Assistant position, exceeding the following time allotment may not be permitted.

- RA's are expected to devote their energies to the effective performance of the Resident Assistant position. Therefore, Resident Assistants will not be permitted to maintain employment or participate in time-consuming extracurricular or volunteer activities outside of the RA position without the prior written consent of the Residence Life Coordinator.
- With an approved credit load, outside time commitments should not exceed 10-15 hours per week. Student athletes, music/band/theatre members, officers of student organizations, and those who hold part-time jobs frequently exceed this limit.

Resident Assistant On-Campus Organizational Involvement

The Residence Life Coordinator may grant approval for participation in outside time commitments for a single semester. Participation for subsequent semesters will be based on quarterly performance evaluations.

- To maintain involvement in non-resident assistant duties, a Resident Assistant must be visibly available to residents and meet all job expectations.
- Outside time commitments will not be allowed to conflict with Resident Assistant training, early move-in dates, Wisconsin Welcome programs, or move-out procedures. Resident Assistants should expect limited outside availability during the first six weeks of the semester as well as during exams.

CAMPUS CONNECT

At the University of Wisconsin-Madison

Resident Assistant Application Packet

Eligibility Requirements

- All candidates must have completed at least one full academic year of college prior to the beginning of the school year for which they applied.
- All candidates must be able to fulfill all requirements of the Resident Assistant position. It is also mandatory that all Resident Assistants be on-site for the following dates:
 - August 11-21, 2010 – Campus Connect Residence Life Staff Training
 - August 22-28, 2010 – Campus Connect Early Move-in
 - August 29-31, 2010 – Campus Connect Move-in
 - January 10-14, 2010 – Campus Connect Residence Life Staff Training
 - January 15-18, 2010 – Campus Connect Second Semester Move-in
- Resident Assistants will not be permitted to register for more than 15 credits per semester, or significantly time consuming extracurricular activities without the prior consent.
- Resident Assistants will not be permitted to have outside job commitments without the prior consent.
- All Resident Assistants will be required to maintain a minimum 2.5 GPA during their year.

Application Packet Checklist

- Include a cover letter that clearly highlights why you are qualified to be a Campus Connect Resident Assistant and what you would bring to the program
- Attach a **1-page** professional résumé
- This application and all necessary materials must be turned in electronically, by hand, or arrive at our Lucky office by mail, no later than 5:00 p.m. on Friday, January 29, 2010. First-round group interview invitations will be sent out no later than Friday, February 13, 2009.
- The names, addresses and phone numbers of three references must be provided on this application. Of the three references, one should come from a student affairs professional, student organization advisor, or workplace supervisor.
- Enclose your typed essay response on an additional sheet(s).
- Enclose a current, unofficial transcript from each university or college you have attended.

Campus Connect is committed to afford all qualified individuals an equal opportunity to pursue employment and advancement opportunities. There shall be no discrimination against any person based on race, color, creed, religion, national origin, sex, age, disability, sexual orientation or veteran status. We will afford reasonable accommodation that does not cause undue hardship to qualified applicants and employees with a known disability or for an employee's beliefs.

After your application and supporting documents have been submitted, they become the property of Campus Connect. Applications are classified as personnel materials and are subject to complete confidentiality.

Application materials may be mailed to: Steve Brown Apartments, c/o Derek House/Lucky, 777 University Avenue, Madison, WI 53715.

Personal Information:

Name _____ Soc. Security # _____

Address _____

City _____ State _____ ZIP _____

Phone/Cell _____ E-mail _____

Academic Standing as of Fall Semester 2010 (e.g. Sophomore, Grad, etc.) _____

Community applying for: ___ Lucky101 ___ Regent101 ___ Highlander House101

References:

One of your references should be someone in a residence life or student affairs position (past or current). The individual should know you well enough to evaluate your qualifications for the Campus Connect RA position. You may submit the name of a non-residence life staff member, however, they should still be able to comment on your experiences in a community living setting. The remaining references should be members of the University or professional community who can adequately attest to your character.

Your references may be contacted by phone. Any recommendation letters, although not required, can also be included in your application packet and should reach our offices by the application deadline.

Name _____

Phone # _____ E-mail _____

Relationship _____

Name _____

Phone # _____ E-mail _____

Relationship _____

Name _____

Phone # _____ E-mail _____

Relationship _____

Essay Questions:

Please answer the question listed below using 500 words or less. Your answer should be typed on a separate page and attached to your application. BE CREATIVE!

How have the experiences you've had as a college student shaped your desire and ability to be a successful Resident Assistant; and what, do you feel, is the most important role a Resident Assistant plays in facilitating a successful first-year experience for Campus Connect residents?

Personal Information:

To the best of my knowledge, the information that I have furnished on this application and in all supporting documents is true and correct. I realize that intentional falsification of statements on this application will subject me to disqualification from the Campus Connect Resident Assistant Selection Process and, if hired, to immediate dismissal.

Signature: _____ Date: _____