RESIDENT ADVISOR INFORMATION QUESTIONNAIRE

Please print or type the entire application, complete all requested information and return to the Residence Life Office or to your AD. If utilizing the electronic copy from our website, you may email your information to sparker@csc.edu or mail it to Chadron State College, Housing Office, 1000 Main Street, Chadron, NE 69337.

General Description:
The premise and foundation of the position is to assist with building community. The scope of this position embodies many responsibilities and roles, including but not limited to communicator, programmer, and role model.

Under the direct supervision of the Assistant Director of Residence Life along with the Senior RA, the Resident Advisor is expected to demonstrate a commitment to Residence Life by programming for the needs of students to develop the individual and strengthen the community.

Qualifications:
The position of RA at Chadron State College is an individual who is self-motivated, friendly, capable of working independently and in a group setting, possesses leadership skills and is willing to devote his/her commitment to the Chadron State College Residence Life Program.

It is preferred that an individual lives in a college residence hall for two full semesters prior to becoming an RA. Must be a full time student and is preferred to have completed 24 credit hours. Must be a positive role model for one’s peers and have the personal experience and character to enable success in developing supportive relationships with one’s peers. RA’s must be committed to learning and to personal development on the job. Special permission must be obtained to carry a credit load that exceeds 16 hours. Also must maintain a cumulative GPA of at least 2.00.

Typical RA Duties & Responsibilities:

- **Community Building ("Home away from home")**
  - Conduct floor meetings at the beginning of each semester and as needed.
  - Solicit Floor Representatives at 1st Floor Meeting.
  - Provide a positive living and learning environment in a home away from home by developing a community that is safe, secure, comfortable, and inclusive
  - Get to know students and facilitate their social interaction by setting an example for students. Specifically, the RA should be exemplary in carrying out rules, attending class, participating in residence activities, demonstrating concern for other students, etc.
  - Act in a professional manner, for example using appropriate language and being respectful, use appropriate demeanor when interacting with other staff members, residents and departments
  - Show a sincere interest and friendliness to all students
  - Assisting the ADRL & ADHRL in program planning and implementation
  - Create and implement programs to meet the requirements as outlined by the programming model.
  - Fulfill all programming requirements as outlined for the RA position per semester and serve as a resource for programming in their building
  - Support campus activities and programs such as: Week of Welcome, Homecoming, The Big Event, Spring Daze and Family Day.
  - Maintain a strong presence and high level of visibility in assigned area, and become acquainted with students
  - Identify and encourage student leadership and participation in residence functions and community life
  - Report maintenance needs to ADRL in a timely manner
  - Assist with recruiting and recontracting.
• **Security & Safety ("Safe and Secure living environment")**
  o Be aware of student needs and share appropriate information to the ADRL and/or Associate Directors, Title IX, etc.
  o Maintain communication between Residents, Graduate Assistants, Assistant Directors, Associate Directors, Housing Office, Title IX Office, Custodial Staff, and Maintenance Staff.
  o Work at least two desk hours per week during the semester, plus weekend desk hours as required
  o Attend Disciplinary Hearings at the request of the Assistant Director.
  o Participate in the On-Duty schedule for the duration of the contract (each contract is one semester long)
  o Adhere to all Chadron State College policies and procedures outlined in the student handbook and residence life handbook as well as understanding, abiding by, and fully supporting all CSC and Housing and Residence Life policies, procedures, and programs
  o Advise residents of, and encourage adherence to Residence Hall policies and procedures including students’ rights and responsibilities
  o Assist in getting information to and from residents as directed by ADRL
  o RA’s must sign in and out of the building for a maximum of three (3) hours at a time (after 7pm on the weekdays and all day on the weekend)
  o Complete all paper work on time as required for check-in and check-out procedures and any other administrative work as assigned
  o Prepare necessary reports and records, which include:
    ▪ Intentional Interaction Reports are completed in the time assigned by the Associate Director and ADRL
    ▪ Incident Reports emailed to supervisor and/or appropriate superiors within two (2) hours of incident
    ▪ Memo of Conversation emailed to supervisor within two (2) hours of event
    ▪ Other documents assigned, submitted in a professional and timely manner
• **Professional Development and Training**
  o Return to campus on designated dates and attend ALL training sessions as outlined (Fall & Spring)
  o Meet regularly with the ADRL and other staff members and attend bi-monthly RLA in-services and RLA meetings
  o Attend and participate in weekly RA staff and other meetings as determined by ADRL
  o One-on-one meetings as designated by the ADRL
• **Performs other duties as assigned by ADRL and/or Associate Directors**

**Time Requirements:**

**In Building**
RA/SRA’s are required to remain in the residence hall after visitation hours have ended (12:00 PM on weekdays, 2:00 AM on weekends (Saturday/Sunday)). If a residence hall does not have set visitation hours, the previously mentioned hours will apply to the RAs of those buildings.

**On Call**
On Call is defined as remaining in the residence hall or absent from the residence hall for short periods of time with the approval of the ADRL. On Call time should be used for such things as programming, having room door open, and being available to residents. This is the perfect time to build community in your floor. It may be as easy as sitting in your lobby talking with residents, playing video games with them, or watching a movie together.

**On Duty**
RA/SRA’s are required to be “On Call” while on-duty. On a rotating basis during the week and on weekends from 7:00 PM to 7:00 AM. The “On-duty” shift includes:
  • Forwarding the RA On-Duty phone to the RA’s personal phone.
  • Holding the RA On-Duty Binder throughout the shift.
  • Remaining in the building from 7:00 PM – 7:00 AM.
  • Working assigned desk shift based on building expectations.
  • Ensuring hall exits/entrances are secured as specified by the ADRL.
  • Maintaining the RA Log by noting events that occurred while On-duty.
  • Seeking assistance from other staff if necessary. RA/SRA should contact the RA On-Call, floor RA, Senior RA, GA (if applicable) or ADRL.
  • Staying until residents on the floor are checked out.
  • Conduct rounds with the RA On-Call (if applicable) at or around 7:00 PM, 10:00 PM, 12:00 AM (weekend rounds Saturday/Sunday at or after 2:00 AM)
Desk Hours
Each residence hall requires set desk hours each evening for RA/SRA’s to work (Typically from 7:00 PM – 12:00 AM. Hours will fluctuate depending on the amount of staff in each hall). The ADRL may require an RA/SRA to sit additional desk shifts if needed on a temporary basis.

Additional Employment
RA/SRA’s may hold off campus jobs. They may work during time off, breaks, and between semesters at off campus positions. RA/SRA’s may work on campus (work study or institutional) but may not exceed 16 hours per week, and must have approval from their ADRL. It is preferred that RAs work in their own residence hall as desk workers or security. They can also work as a tutor. Time commitments for internships need to be discussed/approved with ADRL and ADHRL.

NOTE: RA/SRA’s must take the RA position into account when working other jobs. If the additional job prevents the RA from completing required tasks and representing a reasonable level of availability, the RA may be asked to reconsider their employment or continuing in the RA position.

Time Off:
RA/SRA’s may be absent from campus for days off based on the following schedule:

- August & May - Emergency only: must receive prior approval from ADRL & ADHRL
- Fall Semester – 1-3 Weekdays per week and Every Other Weekend unless All-On or Required to hold the on-duty phone
- Spring Semester – 1-3 Weekdays per week and Every Other Weekend unless All-On or Required to Hold the Phone
- Breaks – as scheduled for Fall Mid-term, Thanksgiving, Winter, Spring, and Spring Mid-term breaks

*A day off is from 9:00 AM until 9:00 AM the following day. All time off is contingent on building coverage and approval is necessary prior to day off.

When the RA/SRA is absent overnight because of a CSC sport trip or CSC Club trip, those days are NOT counted as days off. This applies to all CSC sports teams and all CSC Clubs.
If an RA/SRA is a member of a National Guard Unit, they do not have to use their days off. In the case of absence for sports, club, or National Guard or Reserve activities, the RA/SRA must schedule their days off with their ADRL WELL IN ADVANCE to ensure that all on-duty hours are covered.

Breaks
Resident Advisors may leave for breaks at the discretion of the ADRL. At select breaks, RAs will be selected to remain on campus past the break start time to conduct room checks throughout the hall (For example, if a break starts on Friday at 5:00 PM, RAs will remain in the building up to 5:00 PM and past that time until the hall room checks are complete).
RAs must return to campus the last day of the break by the time designated by the ADRL

All-On Days
RA/SRA’s are required to remain on campus for the following events:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Check-in Weekend</td>
<td>Spring Check-in Weekend</td>
</tr>
<tr>
<td>Homecoming Weekend</td>
<td>Scholastic Day</td>
</tr>
<tr>
<td>Halloween</td>
<td>St. Patrick’s Day</td>
</tr>
<tr>
<td></td>
<td>Spring Game/Big Event/Spring Daze</td>
</tr>
</tbody>
</table>

Please note that any other campus events necessitating special coverage as designated by the Associate Director of Housing and Residence Life may be included as “All-On” days.

NOTE: All-On days are mandatory for staff to attend. Any exceptions must receive prior approval from ADRL and the ADHRL.

Compensation:
RA’s receive a waiver for a single room and a $300.00 credit for a meal plan of their choice. Returning RA’s receive an additional $50.00 per semester for every year (a fall and spring semester) served as an RA at Chadron State College. The raise is valid up to $600.00.
CHADRON STATE COLLEGE
DEPARTMENT OF RESIDENCE LIFE

RESIDENT ADVISOR QUESTIONNAIRE

PERSONAL INFORMATION

NAME: ____________________________________________

LAST    FIRST    MIDDLE

________________________________________

CAMPUS HALL & ROOM NUMBER OR LOCAL ADDRESS

________________________________________

PERMANENT HOME ADDRESS

________________________________________

CELL PHONE NUMBER    OTHER PHONE NUMBER    EMAIL ADDRESS

________________________________________

ACADEMIC INFORMATION

Academic Major: __________________________ Minor: __________________________

Academic Major: __________________________ Minor: __________________________

Cumulative GPA: _______ *Minimum GPA of 2.0 is required

Current Class Level: □ Freshman □ Sophomore □ Junior □ Senior

Number of credit hours completed _____

Number of credit hours enrolled in next semester _____

Anticipated Graduation Date (December/May, Year): __________

Have you ever been found responsible for violating the CSC Code of Student Conduct and/or Residence Hall Policies? □ Yes □ No

If you answered “yes” to the above question please explain below (give specific dates, enforcement authority, location, and/or sanctions). _____

Have you ever attended another college or university? _____ if yes, where? _____

How many semesters have you lived in a residence hall? _____

□
RESIDENCE HALL SELECTION

In which residence hall do you prefer to serve as an RA? ____
Would you accept a position in a hall other than your first choice? If so, which halls? ____

REFLECTION

1. Describe the ideal RA: ____

2. What qualities do you possess that would make you a good Resident Advisor? Please include past or present leadership roles and how those relate. ____

3. Tell us about your involvement in the campus community or in your current residence hall? ____

4. How do you determine or evaluate success? ____

5. Please list all outside obligations that you anticipate for the upcoming year that may limit the amount of time you would have for the RA position. ____

A cover letter, resume, and references MUST be included in your RA Application Packet

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION:
I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY WILLFUL OMISSION OF FACTS OR MISREPRESENTATION IS CAUSE FOR DISMISSAL. I GRANT PERMISSION FOR THE AUTHORITIES OF THE OFFICES OF HOUSING AND RESIDENCE LIFE OR THEIR AGENT(S) TO INVESTIGATE MY WORK AND EDUCATIONAL REFERENCES AND RELEASE THE OFFICES OF HOUSING AND RESIDENCE LIFE FROM ANY LIABILITY FROM SUCH INVESTIGATION. I UNDERSTAND THAT IN COMPLETING THIS APPLICATION THAT INQUIRIES INTO MY WORK, EDUCATION, AND REFERENCES WILL BE MADE AND THAT INFORMATION MAY BE OBTAINED THROUGH CONTACT WITH NEIGHBORS, FRIENDS, OR OTHERS WITH WHOM I AM ACQUAINTED. THIS AUTHORIZATION WILL EXPIRE SIX MONTHS FROM THE DATE IT IS SIGNED. A PHOTOCOPY OR FAX COPY OF THIS DOCUMENT SHALL BE CONSIDERED AS EFFECTIVE AND VALID AS THE ORIGINAL.

DATE: ___________________   APPLICANT SIGNATURE: ____________________________

CHADRON STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER
REFERENCES (ATTACHED)

Each RA applicant is to have 3 people fill out the attached reference sheets.

- One reference must be filled out by your current RA.
  - If not a campus resident, include a former supervisor.
- One reference must be filled out by a faculty, staff, or administrator at CSC (if a transfer student, please include a reference from your most recent institution).
  - If not a current student, please include a reference from your current school—either faculty, staff or administrator.
- The final reference may be filled out by someone of your choice, preferably a current/former supervisor.

ENVELOPES MUST BE SEALED AND SIGNED
CHADRON STATE COLLEGE
DEPARTMENT OF RESIDENCE LIFE

RESIDENT ADVISOR REFERENCE

NAME OF APPLICANT ___________________________ DATE ___________________________

The applicant named above is in the process of applying to be a Resident Advisor with the Office of Residence Life. The Resident Advisor is responsible for the supervision of a residence hall. In order to be successful, RAs must have good organizational skills, work well with a variety of people, and have good time management skills. We appreciate your assistance in completing this form as candidly as possible. When you are finished, please place the form in an envelope, seal the envelope, sign your name across the seal, and return the reference form to the applicant.

REFERENCE’S NAME ___________________________ TELEPHONE ___________________________

POSITION/TITLE ______________________________

How long and in what capacity have you known the applicant? ______

Please rate the applicant’s performance for each item below:
5= excellent, 4 = good, 3= average, 2= needs improvement, 1= poor, N= no basis for judgment

<table>
<thead>
<tr>
<th>Item</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Ethic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Integrity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Commitment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Recommendations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please feel free to make any additional comments about this applicant on the back of this page.

THANK YOU FOR YOUR TIME AND ASSISTANCE.
The applicant named above is in the process of applying to be a Resident Advisor with the Office of Residence Life. The ResidentAdvisor is responsible for the supervision of a residence hall. In order to be successful, RAs must have good organizational skills, work well with a variety of people, and have good time management skills. We appreciate your assistance in completing this form as candidly as possible. When you are finished, please place the form in an envelope, seal the envelope, sign your name across the seal, and return the reference form to the applicant.

How long and in what capacity have you known the applicant? _____

Please rate the applicant’s performance for each item below:
5= excellent, 4 = good, 3= average, 2= needs improvement, 1= poor, N= no basis for judgment

Leadership 1 2 3 4 5 N

Work Ethic 1 2 3 4 5 N

Communication Skills 1 2 3 4 5 N

Organizational Skills 1 2 3 4 5 N

Maturity 1 2 3 4 5 N

Integrity 1 2 3 4 5 N

Dependability 1 2 3 4 5 N

Academic Commitment 1 2 3 4 5 N

Overall Recommendations 1 2 3 4 5 N

Please feel free to make any additional comments about this applicant on the back of this page.

THANK YOU FOR YOUR TIME AND ASSISTANCE.
The applicant named above is in the process of applying to be a Resident Advisor with the Office of Residence Life. The Resident Advisor is responsible for the supervision of a residence hall. In order to be successful, RAs must have good organizational skills, work well with a variety of people, and have good time management skills. We appreciate your assistance in completing this form as candidly as possible. **When you are finished, please place the form in an envelope, seal the envelope, sign your name across the seal, and return the reference form to the applicant.**

**NAME OF APPLICANT**

**DATE**

**REFERENCE’S NAME**

**TELEPHONE**

**POSITION/TITLE**

How long and in what capacity have you known the applicant? ______

Please rate the applicant’s performance for each item below:
5= excellent, 4 = good, 3= average, 2= needs improvement, 1= poor, N= no basis for judgment

- Leadership
  1 2 3 4 5 N

- Work Ethic
  1 2 3 4 5 N

- Communication Skills
  1 2 3 4 5 N

- Organizational Skills
  1 2 3 4 5 N

- Maturity
  1 2 3 4 5 N

- Integrity
  1 2 3 4 5 N

- Dependability
  1 2 3 4 5 N

- Academic Commitment
  1 2 3 4 5 N

- Overall Recommendations
  1 2 3 4 5 N

Please feel free to make any additional comments about this applicant on the back of this page.

**THANK YOU FOR YOUR TIME AND ASSISTANCE.**
APPLICATION CHECKLIST

COMPLETED RESIDENT ADVISOR QUESTIONNAIRE (INCLUDING REFLECTION)

CSC APPLICATION FOR EMPLOYMENT PACKET

3 COMPLETED REFERENCES WITH ENVELOPES SEALED & SIGNED

RESUME

COVER LETTER

BACKGROUND CHECK FORM

SCHEDULE OF INTERVIEW AVAILABILITY FOR MARCH 31st – APRIL 2nd

RETURN ABOVE FORMS TO YOUR HALL DIRECTOR (AD) OR THE RESIDENCE LIFE OFFICE (SOUTHWEST CORNER OF THE HUB) BY 4:30 ON MARCH 20th