

BASIC INFORMATION

Crowder College Upward Bound Programs are excited that you are considering applying for a Resident Assistant staff position. We are interested in selecting the most qualified applicants for the Resident Assistant positions. Please see the Job Description for desired skills and compensation. The selection process includes 2 steps: 1. Application & Recommendations, 2. Group Exercises and Individual Interviews. If at any time you have questions about the process, please contact us at (417)455-5688. Completed **applications** can be mailed to Crowder College Upward Bound Programs, 601 Laclede Avenue, Neosho, MO 64850. Good Luck!

APPLICATION & RECOMMENDATIONS

Application packets are available in the Upward Bound Programs Office located in Smith Hall and on our employment website at WWW.CROWDER.EDU beginning January 2nd. The **Application** and the **Recommendations** are **due** no later than **Feb. 26th, 2010**. It is the responsibility of each candidate to distribute the recommendation forms to the appropriate individuals. At least one of the recommendations should be from a current or former employer. The other recommendation needs to be filled out by a professor, student organization advisor or supervisor. It is recommended that you include an envelope with the Upward Bound Programs address for assured return.

REQUIRED DATES AND SUMMER SCHEDULE

Preference will be given to applicants who can work both the June and July Sessions. If invited, attendance is required at the Group and Individual Interview Day in order to be considered for employment. In addition, Resident Assistants are required to attend R.A. Training and one of the CPA Cultural Trips. All dates are listed below. Please indicate any conflicts on your application.

Group & Individual Interview (By Invitation)

March 20

RA Training

May 24 – 28

June College Prep Academy

Week 1	June 1 – June 4
Week 2	June 6 – June 11
Week 3	June 13 – June 18
Week 4	June 20 – June 25
Week 5	June 27 – July 2

July College Prep Academy

Week 1	July 5 – July 9
Week 2	July 11 – July 16
Week 3	July 18 – July 23
Week 4	July 25 – July 30
Week 5	August 1 – August 6

Cultural Trips

UB (June)	July 11 - 17
UBMS (July)	August 8 - 14

SMALL GROUP EXERCISES AND INDIVIDUAL INTERVIEWS

The Small Group Exercise is an interactive group interview. This exercise allows the selection personnel to see all of the candidates in problem solving situations. During this time you also individually interview with a panel of Upward Bound staff. The date for the group exercise and interview is March 20, 2010 on the Crowder College campus. Attendance is required in order to be considered for employment.

☛ Selection Notification

You will be notified regarding your selection status by March 26, 2010.



APPLICATION

**RESIDENT ASSISTANT POSITION
CROWDER COLLEGE UPWARD BOUND PROGRAMS**

BIOGRAPHIC INFORMATION (PLEASE TYPE OR PRINT LEGIBLY)

Name _____ H.S. Grad Year: _____ Gender: Male Female

College/University Currently Attending: _____ Soc. Security# _____

Home Phone: _____ Cell Phone: _____ Email: _____

Home Address: _____ City/State: _____ Zip: _____

Campus Address: _____ Campus Phone: _____ Cum. GPA _____

GPA last semester: _____ Major: _____ Graduation Date _____

Class Standing (Spring '07): Senior Junior Sophomore Freshman

Can you commit to the June and July sessions?

Yes No If no, which session can you not work? _____

Do you have conflicts with either Cultural Trip dates?

Yes No If yes, which date do you have a conflict with? _____

Are you aware of days you would need to be absent from the either College Prep Academy?

Yes No If yes, please provide dates and reason: _____

Employment Experiences (Position)

Type of Work

Dates

<u>Employment Experiences (Position)</u>	<u>Type of Work</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

QUESTIONS

On a separate sheet of paper please answer the following questions and attach to the Application Form:

- Briefly state why you want this position.
- What personal characteristics, skills and/or values do you possess that would assist you in being an effective staff member working with high school students?
- How would you promote a positive atmosphere among your Residents?

List the 2 individuals who you asked to fill out the Recommendation Forms:

1. _____ Phone: _____

2. _____ Phone: _____

Recommendation Form

Resident Assistant Position

Crowder college upward Bound Programs

APPLICANT'S NAME: _____ **TODAY'S DATE:** _____

Recommender's Name: _____

Address: _____
(street address) (city, state, zip)

Phone:(_____)_____ Position/Title: _____

In what capacity have you known the applicant? _____

How long have you known the applicant? _____

The applicant is applying for a Resident Assistant (R.A.) position with Crowder College Upward Bound. The core function of an R.A. is assisting high schools students. They also coordinate programs, help build a positive living environment during a 6-week residential experience, respond to emergency situations, tutor, and serve as a liaison with the program staff.

Please circle ten words that best describe this applicant:

- | | | | | |
|----------------|----------------|-------------------|---------------|-------------|
| Facilitative | Relaxed | Unorganized | Flexible | Calm |
| Collaborative | Optimistic | Quiet Strength | Motivated | Determined |
| Even-tempered | Consistent | Imaginative/Ideas | Risk Taker | Sarcastic |
| Responsible | High-strung | Confident | Pleasant | Organized |
| Committed | Shy | Credible | Eager | Sensitive |
| Over-commits | Self-confident | Enthusiastic | Analytical | Hesitant |
| Mature | Laid Back | Humorous | Moody | Reliable |
| Poor attitude | Extrovert | Introvert | Serious | Artistic |
| Follow Through | Caring | Empathetic | Perfectionist | Follower |
| Assertive | Fun | Talkative | Structured | Team Player |
| Pessimistic | Open-Minded | Conscientious | Carefree | Pessimistic |

Please rate this person according to the following scale for each area; try to indicate your impression of the person in each area. Add your comments where you feel a more detailed answer is required.

- 5) The top 10 percent of people I know in this capacity.
- 4) The top third exclusive of the top 10 percent.
- 3) The middle third of people I know in this capacity.
- 2) The lowest third exclusive of the bottom 10 percent.
- 1) The lowest 10 percent.

★ Initiative:

Does candidate show ability to approach a new or novel situation with ease and complete assignments readily?

5 4 3 2 1

★ Maturity:

The degree to which the candidate has developed adult habits. How would you describe the candidate in his or her ability to make independent decisions, and develop a mature value system?

5 4 3 2 1

★Personality:

Your reaction to the candidate insofar as his or her personal mannerism, poise and ability to make a pleasant impression.

5 4 3 2 1

★Responsibility:

To what degree is the candidate conscientious and dependable?

5 4 3 2 1

★Sensitivity:

Does this individual have the ability to be aware of the motives, intentions and feelings of those he or she may associate with?

5 4 3 2 1

★Empathy:

Is this person able to share the thoughts and emotions that another person is feeling?

5 4 3 2 1

★Genuineness:

Does this person communicate sincere attitudes of trust, consistency, and honesty?

5 4 3 2 1

★Flexibility:

Is this person able to adjust his or her time and emotions to meet the needs of others?

5 4 3 2 1

★Investment:

Is this person able to make the commitment of time and emotion that is required of a Resident Assistant?

5 4 3 2 1

Based on your recommendation for this applicant, place an X on the scale where you feel the applicant best fits.

10 9 8 7 6 5 4 3 2 1

RECOMMEND HIGHLY

DO NOT RECOMMEND

☞Return to the Crowder College, Upward Bound Programs, 601 Laclede Avenue, Neosho, MO 64850 no later than February 26, 2010. Thank you for your time.

RESIDENT ASSISTANT JOB DESCRIPTION

The primary goal of the College Prep Academy residential program is the development of an environment conducive to the academic and personal growth of students living in the residence halls. The Resident Assistant (RA) is a college-aged student with responsibility for assisting in the achievement of these goals. Specific responsibilities include the implementation of programs that encourage community development and personal growth as well as the support and implementation of policies and procedures that encourage a positive academic environment. The RA also serves as a peer counselor and resource regarding the Upward Bound community. It is expected that any person who applies for an RA position is sincerely interested in the welfare of students.

Qualifications:

1. Leadership potential, personal qualities; i.e. good decision making, maturity, self-esteem, self-reliance, motivation, initiative, high energy level and responsibility, and strong interpersonal skills.
2. Applicants must currently be enrolled in college, have completed 60 credit hours, and have lived in a residence hall for 1 full year prior to employment. Exceptions may be granted by the Assistant Directors.
3. Applicant with a similar background to target population is preferred.
4. Ability to walk up to 5 miles continuously, lift 50 pounds, and contribute in outdoor activities.
5. Ability to work extended hours with a positive attitude and function productively on minimal sleep.

Terms of Employment:

1. Period of Employment: The period of employment is 7 weeks or 12 weeks during the summer. Specific dates are indicated in the RA materials. All RAs are required to assist in the move-in and move-out of the residence halls for each session. Continuation of employment is dependent upon positive evaluation by the Upward Bound staff and demonstration of continued enthusiasm for the position. RAs are expected to be the first residents in the residence halls and the last residents out of the residence halls.
2. Time Off: RAs are permitted time off during the day as specified in the weekly schedule and are off anytime all students have checked out of the residence halls for the weekend with the exception of the Student Leadership Conference weekend. RA's will return to duty on Sundays at 2:00 p.m. Any other time off must be arranged in advance with the Assistant Director.
3. Living Arrangements: RAs will be assigned to a staff room which is normally a single room. A roommate may be assigned in the event of excess housing demand.
4. Work Load: It is fully understood that student life work in residence halls is not easily translated into hours worked. An RA can expect to be on duty on a regular basis, and should be accessible to students in the residence halls during evenings. Other responsibilities may be determined by the Assistant Director and RA Team Leader.
5. Additional Work and Extracurricular Activities: It is important that RAs remember that their position is demanding and thus their other activities will have to be limited. RA's are not permitted to hold other compensatory positions without the approval of the Assistant Director. RA's may not enroll in regular college courses, including online classes, unless prior approval is given.

Compensation:

RA's earn **\$300** per week plus room and board, and expenses while on off-campus activities and/or the summer cultural trip.

Responsibilities:

1. Welcome new students, assist them during move-in, and provide an initial orientation to the residence halls. Greet and talk to the parents who may accompany their sons or daughters to campus.
2. Work with residents to develop a community atmosphere in the house that facilitates respect and concern for others, openness, personal growth, and an atmosphere that is conducive to study.

3. Initiate appropriate conversations and visits with individual residents in order to become acquainted with them, their personal backgrounds, special interests and needs, and academic goals.
4. Provide peer counseling (listening and referring) for residents and respond appropriately in emergency situations. Provide support and assistance to other staff as necessary.
5. Attend daily RA meetings with the supervising professional staff members and the RA Team Leader. Work cooperatively with other staff in addressing residential hall and student concerns.
6. Provide leadership and assistance in planning and implementing community-building programs and activities.
7. Attend residential hall meetings on a regular basis to facilitate group communication.
8. Explain UB/UBMS policies to residents. Address inappropriate behavior on the part of residents. Consult with the professional staff as necessary to support the implementation of UB/UBMS standards (quiet hours, behavior, etc.).
9. Become knowledgeable and appropriately apply emergency procedures (e.g. weather, medical)
10. Perform administrative tasks such as checking in and checking out residents and reporting maintenance needs to appropriate staff.
11. Return to campus by 2:00 p.m. on Sundays and remain on campus until the residence halls close and all students have checked out at the end of each week.
12. Attend the entire week of RA Training prior to students arriving on campus.
13. Assist with the Student Leadership Conference in June, hosted by Crowder College
14. Other duties as assigned by staff.