

## ***BASIC INFORMATION***

---

The Crowder College Upward Bound Programs are excited that you are applying for a Resident Assistant position. Please see the *Job Description* for desired skills and compensation. The selection process includes 2 steps: 1) Application and Recommendations and 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 should 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 on the 2<sup>nd</sup> floor of Newton Hall and on our website at [WWW.CROWDER.EDU](http://WWW.CROWDER.EDU) by clicking the Employment link. The **Application** and **Recommendations** are **due** no later than **February 24, 2012**. It is the responsibility of each candidate to distribute the recommendation forms to the appropriate individuals. One of the recommendations should be from a current or former employer and the other recommendation should be completed 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.

### ***GROUP EXERCISES AND INDIVIDUAL INTERVIEWS***

The group exercise is an interactive group interview. This exercise allows the selection committee 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 17, 2012 on the Crowder College Neosho campus. Attendance is required in order to be considered for employment.

Preference will be given to applicants who can work both the June and July sessions. If selected, attendance is required at the Group Exercise and Individual Interview in order to be considered for employment. In addition, Resident Assistants are required to attend training and one of the summer College Prep Academy cultural trips. All dates are listed below. Please indicate any conflicts on your application.

### ***REQUIRED DATES AND SUMMER SCHEDULE***

#### **Group & Individual Interview (By Invitation)**

March 17, 2012

#### **RA Training**

May 21 – 25

#### **June College Prep Academy for UB**

Week 1	May 29 – June 1
Week 2	June 3 – June 8
Week 3	June 10 – June 15
Week 4	June 17 – June 22
Week 5	June 24 – June 29

#### **July College Prep Academy for UBMS**

Week 1	July 1 – July 3
Week 2	July 8 – July 13
Week 3	July 15 – July 20
Week 4	July 22 – July 27
Week 5	July 29 – August 3

#### **Cultural Trips**

UB (June)	July 9-13
UBMS (July)	August 6-10

### ***☛ Selection Notification***

You should be notified regarding your selection by March 24, 2012.



**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: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cum. GPA \_\_\_\_\_ GPA last semester \_\_\_\_\_ Major: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Class Standing (after completing Spring 2012):  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 date?

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

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

Yes  No If yes, please provide dates and reason: \_\_\_\_\_

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

**QUESTIONS**

On a separate sheet of paper, please answer the following questions and attach it to the application:

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

List the 2 individuals you asked to fill out the recommendation forms:

- \_\_\_\_\_ Phone: \_\_\_\_\_
- \_\_\_\_\_ Phone: \_\_\_\_\_

Return application to:  
Wade Williams  
Crowder College Upward Bound  
601 Laclede Avenue  
Neosho, MO 64850

# 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 above is applying for a Resident Assistant (RA) position with the Crowder College Upward Bound Programs. The core functions of a RA are to be a role model, assist high school students, coordinate activities, 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:

- |               |                 |                   |                |                |
|---------------|-----------------|-------------------|----------------|----------------|
| Analytical    | Credible        | Hesitant          | Open-minded    | Responsible    |
| Artistic      | Determined      | High-strung       | Optimistic     | Risk-taker     |
| Assertive     | Eager           | Humorous          | Organized      | Sarcastic      |
| Calm          | Empathetic      | Imaginative/Ideas | Over commits   | Self-confident |
| Carefree      | Enthusiastic    | Initiator         | Perfectionist  | Sensitive      |
| Caring        | Even-tempered   | Interactive       | Pessimistic    | Serious        |
| Collaborative | Extroverted     | Introverted       | Pleasant       | Shy            |
| Committed     | Flexible        | Laid back         | Poor attitude  | Structured     |
| Confident     | Follower        | Mature            | Quiet strength | Talkative      |
| Conscientious | Follows through | Moody             | Relaxed        | Team player    |
| Consistent    | Fun             | Motivated         | Reliable       | Unorganized    |

In your opinion, please rate this person for each area with 4 being high and 1 being low. Add your comments where you feel a more detailed answer is required.

★ Initiative:

Please rate the applicant's ability to see what needs to be done and approach a new or novel situation with ease and complete assignments given.

4      3      2      1

★ Maturity:

Please rate the applicant's maturity and ability to make appropriate independent decisions.

4      3      2      1

★ Personality:

Please rate the applicant's mannerisms, poise and ability to connect with others.

4      3      2      1

★ Responsibility:

Please rate the applicant's ability to be conscientious and dependable.

4      3      2      1

★ Sensitivity:

Please rate the applicant's ability to be aware of motives, intentions and feelings of those with whom s/he may associate.

4      3      2      1

**(continued on back)**

★Empathy:

Please rate the applicant's ability to identify and understand the difficulties and emotions that another person is expressing.

4      3      2      1

★Genuineness:

Please rate the applicant's ability to communicate sincere attitudes of trust, consistency, and honesty.

4      3      2      1

★Flexibility:

Please rate the applicant's ability to adapt to change, if necessary, to best meet the needs of others.

4      3      2      1

★Investment:

Please rate the applicant's ability to make the commitment of time and emotion that is required of a Resident Assistant.

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

---

**HIGHLY RECOMMEND**

**DO NOT RECOMMEND**

☞Return to Wade Williams, Crowder College Upward Bound Programs, 601 Laclede Avenue, Neosho, MO 64850 no later than February 24, 2012. Thank you for your time.

## ***RESIDENT ASSISTANT JOB DESCRIPTION***

The primary goal of the College Prep Academy is to develop 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, responsibility, and strong interpersonal skills.
2. Be currently 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.
3. Applicant with a similar background to target population is preferred.
4. Ability to walk up to 5 miles continuously, lift 50 pounds, and fully participate in outdoor activities.
5. Ability to work extended hours with a positive attitude and function productively on minimal sleep.

### **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 academics.
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 student behavior. Consult with the professional staff as necessary to support the implementation of UB/UBMS policies (quiet hours, behavior, etc.).
9. Become knowledgeable and appropriately apply emergency procedures (e.g. weather, medical).
10. Perform administrative tasks such as checking residents in and out 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.
13. Other duties as assigned by staff.

### **Terms of Employment:**

1. Period of Employment: The period of employment is 6 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. RAs 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 other activities will be limited. RAs are not permitted to hold other compensatory positions without the approval of the Assistant Director. RAs may not enroll in regular college courses, including online classes, unless prior approval is given.

**Compensation:**

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