

## **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 or [upwardbound@crowder.edu](mailto:upwardbound@crowder.edu). Good Luck!

### **APPLICATION & RECOMMENDATIONS**

Applications are available on our employment website at <http://www.crowder.edu/employment/>. The **Application** and the **Recommendations** are **due** no later than **February 14, 2020**. 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**

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 28, 2020

#### **RA Training**

May 18-22, 2020

#### **College Prep Academy 2020**

Week 1

May 26 – May 29

Week 2

May 31 - June 5

Week 3

June 7 - June 12

Week 4

June 14 - June 19

Week 5

June 21 - June 26

Week 6

June 28 – July 3

#### **Cultural Trips (Tentative)**

Washington DC

July 5 – July 12

### **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 28, 2020 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 April 9, 2020.



**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: \_\_\_\_\_ How long have you lived in college dorms? \_\_\_\_\_

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

Class Standing (Spring 2020):  Senior  Junior  Sophomore  Freshman

Are you CPR certified: \_\_\_\_\_ CPR Expiration: \_\_\_\_\_ T-shirt size: \_\_\_\_\_ (for staff shirt order)

Do you have conflicts with the 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 College Prep Academy?

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

---

<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:

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

Return Application To:  
Crowder College  
Upward Bound, 601 Laclede  
Avenue, Neosho, MO 64850  
[upwardbound@crowder.edu](mailto:upwardbound@crowder.edu)

# 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 school 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 or email [upwardbound@crowder.edu](mailto:upwardbound@crowder.edu) no later than February 14, 2020. 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 (preferred), and have lived in a residence hall for 1 full year prior to employment. Exceptions may be granted by the Project Director.
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 8 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. RA's will return to duty on Sundays no later than 3:00 p.m. Any other time off must be arranged in advance with the Project Director.
3. **Living Arrangements:** RAs will be assigned to a staff 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 Project 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 Project Director. RA's may not enroll in regular college courses, including online classes, unless prior approval is given.

### **Compensation:**

RA's earn approximately **\$400** per week plus room and board, and expenses while on off-campus activities and/or the summer cultural trip. Compensation is also contingent upon FLSA ruling by US Supreme Court.

### **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 no later than 3:00 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. Other duties as assigned by staff.