

# **Northeast Community College**

## **Resident Assistant Program**

### **Application Packet**

**This packet includes the following:**

- **Resident Assistant Position Description**
- **Resident Assistant Application**

**Please Return Completed Applications to:  
Emily Norman, [enorman1@northeast.edu](mailto:enorman1@northeast.edu)  
no later than 5pm on Friday, July 24<sup>th</sup>, 2020**

Reports to: Associate Director of Residence Life  
Organizational Unit: part-time  
Starting Salary range: Partial room fee wavier  
At Will  
Created: January 2020

This position reports to the Department of Residence Life and ensures a positive living experience for students and encourages student achievement in and out of the classroom.

**Duties and Responsibilities:**

1. Promote safety of all student residents by following the Residence Life Handbook and campus policies and procedures.
2. Comply with college policies and supervise resident student compliance with all student and residence handbook policies.
3. Develop a positive relationship with all residents, especially those in assigned community.
4. Serve student residents by being knowledgeable about the college experience, educational and campus resources, and college operations.
5. Assist in providing quality social and educational programming and a safe and fun living environment.
6. Confer with residents who are having academic and/or personal difficulties and make referrals as needed.
7. Must be available for duty shift per the rotation schedule. Duties include sorting and delivering mail, desk shift, and safety rounds of all residence halls. Hours may vary, but are typically 8pm-8am.
8. Work 4 hours at assigned front desk.
9. Arrive up to 3 weeks early for fall training and up to 1 week early for spring training, and expected to stay a few hours past hall closings at breaks to assist in walk-throughs of rooms.
10. Develop a positive working relationship with all college personnel including maintenance, housekeeping, and security employees.
11. Participate in professional development opportunities such as Student Leadership Development Sessions, team builders and bonding, and others.
12. Assume other duties as assigned by the Department of Residence Life.
13. All additional employment is approved on a case by case basis by departmental leadership. Please inform your supervisor if you plan to work another job besides being a Resident Assistant (on or off campus).

**Experience and Education:**

1. Must be a student with at least two full-time semesters completed.
2. Must be in good academic standing (minimum GPA 2.0 cumulative) at all times during employment.
3. Must be in good behavioral standing with the College.

**Working Conditions:**

1. Ability to hear normal conversations.
2. Ability to sit in an office chair while operating a personal computer is required.
3. Some travel will be required.
4. Must be able to work nights and weekends as required.

Northeast Community College affords equal opportunity to and does not discriminate against students, employees, and applicants regardless of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, ethnicity, national origin, ancestry, age, disability, marital status, genetic information, status as a veteran, political affiliation, or other factors that cannot be lawfully considered in its programs and activities, including admissions and employment, to the extent and as required by all applicable laws and regulations including but not limited to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans With Disabilities Act of 1990, The Americans With Disabilities Act Amendments Act of 2008, The Age Discrimination In Employment Act of 1967, Title II of the Genetic Information Act of 2008, Kansas Acts Against Discrimination, Section 188 of the Workforce Investment Act, and any amendments to such laws and regulations.

Important Contract Dates for August:

*Please note additional dates may be added at the discretion of the Associate Director and Director of Residence Life. More dates will become available during training including break periods, college closing dates, and others.*

Date	Event	Who
August 9 <sup>th</sup>	New RA Move In	New Hires
August 10 <sup>th</sup> – 14 <sup>th</sup>	New RA Training	New Hires
August 16 <sup>th</sup>	Returning RA Move In	Returning RAs
August 17 <sup>th</sup> -21 <sup>st</sup>	RA Training	All RAs
August 21 <sup>st</sup> – 22 <sup>nd</sup>	Resident Move In	All RAs

# **Northeast Community College**

## **Resident Assistant Application**

*Once a completed application is returned, applicants will be contacted via student e-mail for an interview.*

### **PERSONAL DATA**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Please type your answers on a separate piece of paper.**

1. Write 1-2 paragraphs that will help us to know more about you and what sets you apart from the other candidates.
2. Why do you want to be a Resident Assistant? What do you hope to gain?
3. Please list all extracurricular activities and clubs you were involved with this academic year and all activities and clubs you plan to be involved with next year.
4. Please list all previous, current, and planned employment, leadership, and community service involvement.
5. Please describe any conduct issues you have had at NECC. How have you learned from these incidents?
6. Please include any additional information which you believe is relevant and would assist the committee in the selection process.
7. Please list three references, their phone number, and e-mail address (we suggest a college employee, employer, or coach).

**The hiring process includes an in-person interview. Residence Life will schedule these after reviewing all applications and will be in contact by February 14<sup>th</sup>.**

### **Consent for Verification of Student Records:**

I hereby certify that all statements made on this application are true and correct to the best of my knowledge and authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_