Resident Advisor & Greek Resident Manager Application Guide

A Step by Step Guide to the Application Process

Dear Candidate,

Thank you so much for considering the position of Resident Advisor (RA) or Greek Resident Manager (GRM) for the Office of Residence Life and Housing. We look forward to the selection process each spring. We are very excited that you are considering the possibility of becoming a RA or GRM. It is an amazing position on campus, and is very rewarding. Please read through this guide carefully and fully. It contains all the information you need in order to be considered a candidate for the position. It also contains deadlines and forms that must be completed and turned in on time in order to be considered for an interview. The provided table of contents below will be helpful as well.

Again, thank you for your interest and good luck,

-The Residence Life and Housing Staff
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Submit This!

1. Completed Candidate Application
   a. Fully selected individual interview timeslots
   b. Fully selected group interview timeslots

2. Signed Reference Forms before submitted to Faculty and Staff

3. Two sealed Faculty and/or Staff Reference Forms

4. Updated resume

5. Essay Response:
   a. What skills do you possess that would contribute to your performance as an RA or GRM? Please provide specific examples of you actively using these skills.

   b. Essay responses must be one page, double spaced, Times New Roman and 12 point font.
Spring Selection Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Due</td>
<td>4.2.2014</td>
</tr>
<tr>
<td>Interviews Begin</td>
<td>4.7.2014</td>
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<tr>
<td>Interviews End</td>
<td>4.10.2014</td>
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</tbody>
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During the week of RA & GRM Selection the Office of Residence Life and Housing will be reviewing all candidate files and placing hired candidates for the next academic year. The complete selection process does take time but all candidates who submitted an application will receive notice of the final decision.
Resident Advisor Job Description

The Resident Advisor (RA) position is essential to the success of the students in the residence hall. The staff in the Residential Life and Housing Office will be committed to an educational approach in order to provide for the most meaningful experience for our residents. One of the key responsibilities of an RA is that of a community builder. Community Building means getting to know your residents and other staff members, both individually and collectively, by investing time and energy into activities and events that will help facilitate the development of positive and meaningful relationships.

The RA will:

- be a role model to the College community
- work to ensure that each member of the community feels welcome and valued
- help residents get to know each other
- assist residents who seek information or assistance with academic or personal concerns
- be one of many community members who develop activities and educational opportunities for residents
- develop, plan, and implement four to five community builder programs, two integrative learning programs, and one diversity celebration program each semester
- help develop a sense of community and group responsibility
- explain policies and community expectations and respond to violations of these expectations
- perform administrative duties (duty coverage, maintenance requests and weekly staff meetings)
- other duties as assigned

Qualifications

- Must have a minimum of a 2.0 GPA. Once hired, the RA must maintain a semester GPA of 2.5 or higher during any term of employment; otherwise the RA will be placed on academic job probation.
- Lived in a residence hall for at least one semester
- Must be in good standing with the College
- Prioritize the RA commitment before any other non-academic activities
- Should not work more than 10 hours a week in any other job (unless permission is received from supervisor)

Compensation

- Single room at a double room rate
- Stipend of $3,010 a year (increases each full year of service)
- Fun staff activities at little or no cost to you, past examples include ice skating, pumpkin carving, laser tag, etc.
Greek Resident Manager Job Description

A Greek Resident Manager is an undergraduate student who is responsible for the up-keep of the fraternity/sorority area in one of the residence halls designated for fraternities/sororities. The GRM serves as a communicator, listener, resource person, administrator and friend. The GRM is a member of the Residence Life and Housing Staff which is an extension of the Office of Student Affairs, and is an integral part of its success by receiving suggestions and feedback from students. The Greek Resident Manager is a representative of Roanoke College, and acts as a positive role model for others both on and off campus.

The GRM takes on many different responsibilities. He/she will be knowledgeable of the condition of the fraternity/sorority area and maintain an environment conducive to both academic endeavors and community interaction; maintain an appropriate atmosphere and deal with emergencies; assist with the opening and closing of the halls; maintain all room inventory cards and do periodic room checks to ensure the safety of the residents; and above all act as a responsible leader and as a positive role model for all students.

How will the position benefit my personal growth?
Through training and interaction with other staff, administration, faculty and students, there will be many opportunities for personal growth. The opportunity to develop skills through participation in workshops on communication skills, time management, stress management, assertiveness training, leadership development, etc. enable you to take a closer look at yourself and provide you with the skills to help others in the process.

Qualifications

- Must have a minimum of a 2.0 GPA.
- Once hired, the GRM must maintain a semester GPA of 2.5 or higher during any term of employment; otherwise the GRM will be placed on academic job probation.
- Lived in a residence hall for at least one semester
- Must be in good standing with the College
- Prioritize the GRM commitment before any other non-academic activities
- Should not work more than 10 hours a week in any other Job (unless permission is received from supervisor)

Compensation

- Single room at a double room rate
- Stipend of $2,510 a year (increases each full year of service)
- Fun staff activities at little or no cost to you, past examples include ice skating, pumpkin carving, laser tag etc.
Eligibility

To be eligible as a RA or GRM, all candidates must be a student of Roanoke College and in good academic standing. In addition to this all candidates must be in good standing with the Dean of Students Office.

Grades

All candidates are required to have a cumulative GPA of 2.0 to be hired. If hired, to maintain their position all employees are required to earn a semester GPA of 2.5 or higher.

Conduct

We believe that past experiences help make the individual who they are today. We encourage people who have had a past student conduct code violation to think about how they have learned from this experience, and grown into a role model. However, we do not hire anyone who is currently on disciplinary or substance abuse probation. Additionally, if you are found responsible for a student conduct violation during or after interviewing for a position, you may be removed from the hirable pool of applicants.
Frequently Asked Questions

**What are the benefits of being an RA or GRM?**

RAs and GRMs have the opportunity to impact the lives of other students living on campus. This impact allows for positive interact in our halls while gaining valuable leadership experience!

**How much money can I make as an RA or GRM?**

RAs and GRMs are paid on a bi-weekly basis. RA yearly salary starts at $3,010 for working the whole academic year. GRM yearly salary starts at $2,510 for working the whole academic year.

**Do I get to live in a single because I was hired as an RA or GRM?**

RAs and GRMs are assigned to a single room in one of our residence halls at the rate of a traditional double room.

**I’m currently a freshman. Can I apply?**

Of course! Because you will be a sophomore upon beginning the RA/GRM position, you are eligible to apply. In fact, we encourage it!

**Which buildings can I be an RA/GRM in?**

RA or GRM positions may be open in any of our 29 residence halls. Each year, many of our current RAs graduate, leave to study abroad, etc. On average, we hire around 30 new RAs each year, and placement is decided based on where we think you would make the best contribution to the staff and the community you would become a part of!
I was found responsible for a student conduct code violation. Can I still apply?

We believe that past experiences help make the individual who they are today. We encourage people who have had a past student conduct code violation to think about how they have learned from this experience, and grown into a role model. However, we do not hire anyone who is currently on disciplinary or substance abuse probation. Additionally, if you are found responsible for a student conduct violation during or after interviewing for a position, you may be removed from the hirable pool of applicants.

If I don't get hired at first, can I be an alternate?

Each year, we typically keep a pool of alternate candidates in case any RA/GRM positions become open during the summer and academic year. On average, we end up hiring 2-5 alternates for positions before or during the academic year.