Resident Advisor &
Greek Residence Manager
Application Information Packet

2013-2014 Academic year

#theRAlife  #isitinyou
Thanks for taking the time to consider applying to become a student staff member with Residence Life!!!

We are very excited that you are considering the possibility of becoming a Resident Advisor (RA) or Greek Residence Manager (GRM). It is an amazing position on campus, and is very rewarding. Please read through this packet carefully and fully. It contains all the information you need in order to apply 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.

There are a number of pieces that equal a complete candidate application packet and are listed below. Once the application packet is complete, candidates should email the application form, essay questions, resume and ranking of both preferred individual and group interview sessions to pearson@roanoke.edu.

1. Completed Application Form (don’t forget to download this as well)
2. Typed essay questions
3. Updated resume
4. 3 competed recommendation forms
   a. These are a separate download and should be delivered to the Res Life Office completely sealed, from your reference
5. Ranking of preferred individual interview session
   a. This is a part of the application form
   b. A listing of the time slots are provided on the next page
   c. Be sure to rank ALL options you are available for
6. Ranking of preferred group interview session
   a. This is a part of the application form
   b. A listing of the time slots are provided on the next page
   c. Be sure to rank ALL options you are available for

You can also find additional information about Residence Life on our website and with the link below:

http://roanoke.edu/Student_Life/Where_to_Live/Current_Residents/Join_the_Residence_Life_and_Housing_Team/FAQs_about_being_an_RAGRM.htm

If you have any questions, please contact the RA/GRM Selection Chair,

Kristen Pearson pearson@roanoke.edu
Application, Interview and Hiring Timeline

1. Application Form Deadline
   a. Thursday, March 21, 2013 @4:30pm

2. Candidate Individual Interview Sessions (30 minutes)
   a. Monday, March 25th from 12pm to 4pm (Garrett, Colket Center) and 5pm to 6pm (Lucas Classroom, 125/127)
   b. Tuesday, March 26th from 2:30pm to 5pm (Garrett, Colket Center) and 5pm to 6pm (Lucas Classroom, 125/127)
   c. Wednesday, March 27th from 12pm to 3:30pm (Ramser-Beamer) and 5pm to 6pm (Lucas Classroom, 125/127)

3. Candidate Group Interview Sessions
   a. Monday, March 25th from 6pm to 7pm (Lucas Classroom, 125/127)
   b. Tuesday, March 26th from 6pm to 7pm (Lucas Classroom, 125/127)
   c. Wednesday, March 27th from 6pm to 7pm (Lucas Classroom, 125/127)

4. Hiring Notifications
   a. Wednesday, April 3rd, 2013
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 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 to be an RA:
- 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 Residence 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 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 requirements
To be eligible to be hired as an RA or GRM, a student must be a student of Roanoke College in good academic and judicial standing. A minimum of a 2.0 GPA at time of hiring must be obtained. Beginning with Spring 2014 grades, each semester following being hired, a 2.5 GPA must be obtained.

Frequently Asked Questions

What are the benefits of being an RA/GRM?

- RAs and GRMs have the opportunity to impact other students’ lives in a positive way, while gaining valuable leadership experience!
- 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.
- 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?

We’re currently looking for people to fill all 9 GRM positions for next year, which are located in the chapter facilities. However, you must be a member of the chapter in which you are applying to be the GRM.

RA 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!
Frequently Asked Questions Continued

**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 academic year. On average, we end up hiring 2-5 alternates for positions before or during the academic year.
Essay Questions

Please respond to all of the following questions honestly and thoroughly on a separate document, double-spaced. Please limit your answers to no more than four pages.

1. **What do you see as the purpose of an RA/GRM?**

2. **Please describe personal characteristics that you possess that make you well qualified to serve in an RA or GRM role.**

3. **What skills or abilities do you possess that would contribute to your performance as a Residence Life staff member?**

4. **How do you feel a position as an RA/GRM would enhance your personal growth?**

Don’t forget to submit your Résumé!!!

You will need to submit a current resume. Candidates are encouraged to use Career Services to aid in developing this one page document.

REFERENCE INFORMATION!

Reference forms are a separate download. You are required to submit three recommendation forms. One MUST be from a current HRA, RA or GRM; one MUST be from a current professor or campus staff member; the other is YOUR CHOICE! A current or former Area Coordinator may not complete a recommendation form for you.

Please make sure to have your selected reference complete the form, and have it given back to you in a **sealed and signed envelope**. They can also have the form sent directly to the Residence Life Office. Make sure to give your references plenty of time to complete this task, and thank them for their work!