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INFORMATION PACKET

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OPTIONAL INFORMATION SESSIONS

Friday, January 25th, 2019 at 3pm
Tuesday, January 29th at 5pm
Wednesday, February 6th at 6pm
Thursday, February 7th at 8pm

Location: New Yellow Parlor, Balfour-Hood Campus Center

APPLICATION PROCESS / TIMELINE

STEP 1: Submit an application by Thursday, February 14th, 2019.

- Interested candidates must submit the following materials to reslife@wheatoncollege.edu:
 - Cover letter
 - Resume – Please include your t-shirt size and WID# at the bottom of your resume.
 - List of 3 professional references – Please include an email, phone number, title, company name, and company address for each listed reference.

STEP 2: Participate in an interview on Sunday, February 17th, 2019.

- Please schedule your 30-minute interview appointment here:
<http://bit.ly/RAinterview1920>

STEP 3: SAVE THE DATE – Group Process will take place Wednesday, February 20th from 6:00pm – 10:00pm for new Resident Advisor candidates. (Invitation only)

- First-time Resident Advisor candidates will be notified by Tuesday, February 19th via email if they will be invited to group process and advance in the selection process.

*Candidates who are currently Resident Advisors or have been Resident Advisors in the past year, at Wheaton College, are excused from Group Process Day.

FINAL DECISIONS will be available in the Office of Residential Life front office on Monday, March 4th and acceptance forms and contracts will be due back to our office by Friday, March 8th.

FREQUENTLY ASKED QUESTIONS

What does a Resident Advisor (RA) do?

Below you will find the complete 2019 – 2020 Resident Advisor job description.

I. Position Overview

Resident Advisors fulfill many roles while performing their duties. RAs plan developmental and social programs for a diverse group of students who live in college housing (residents) and act as peer advisors; helping to meet residents' educational, interpersonal, and social needs, furthermore creating an inclusive living community with deep relationships built on interaction, awareness, trust, mutual respect, and a sense of fellowship and accountability. RAs are expected to confront unfitting behavior and assist in enforcing residence hall and College policies. RAs are role models, educators, and community builders with additional administrative duties.

II. Minimum Qualifications

Resident Advisors:

- Must be enrolled as a full-time student (at least 4.0 credits) throughout the course of employment
- Must be in good academic standing and maintain a minimum cumulative GPA of 2.50
- Should not be documented for any Residential Life and/or Wheaton College policy violations throughout the course of employment and be in good social standing with Wheaton College
- Must complete EDU 020 by the end of their second semester as an RA

III. Compensation

- During the course of employment with the Office of Residential Life RAs will receive:
- A single room in an assigned residence hall, paid for by the student through their Wheaton College student account. **Please note that single rooms are otherwise reserved for residents with accommodations.*
- A stipend of \$4,800.00 per academic year paid in bi-weekly installments.
- *Please note: Compensation for the RA position may be considered a financial resource and could impact your financial aid package. If you have questions about how your financial aid package may be impacted, please contact Student Financial Services at (508) 286-8232.*

IV. Appointment Dates

Resident Advisor appointments are made for the entire academic year, with the exception of RAs hired mid-academic year or those choosing to study abroad in the spring. RAs who plan to study abroad during the spring semester will be asked to properly notify Residential Life by a designated deadline during the fall semester.

During the course of one academic year, the Office of Residential Life provides a fall training and winter training for Resident Advisors. Resident Advisors are expected to be

present during the entirety of these trainings in order to be eligible to begin work. (Therefore, if one does not have plans to study abroad and intends to be an RA for the entire academic year, one must attend both fall and winter trainings). Unless otherwise indicated at a later date, RAs will be required to assist with Thanksgiving break closing and/or winter break closing.

Please refer to the 'Work Agreement' regarding specific days for which an RA must be present.

V. Core Responsibility, Requirements & Expectations

The following represents the responsibilities and requirements of the Resident Advisor position at Wheaton College. It is expected that RAs fulfill these responsibilities, requirements and expectations. This list is not exhaustive and may be updated or altered as needed.

1. Community Standards

RAs are expected to:

- Set a positive example for residents and other RAs by following all residence hall and College policies and model the responsible behavior expected of all residents and/or RAs.
- Develop a community on their floor(s) and in the building in which residents are able to socialize, study and sleep in an environment that is respectful of individual differences and conducive to the educational process.
- Be known by residents as an approachable, visible and resourceful staff member.
- Learn the names and room numbers of each resident on their floor(s) within the first two weeks of the semester.
- Maintain a positive attitude toward others and accept others whose lifestyles and attitudes are different than their own.
- Maintain a positive attitude toward their RA position, the Office of Residential Life, the Division of Student Affairs and Wheaton College.
- Be aware of and respond to the academic and personal problems of their residents, which may include making referrals to the appropriate college resources (including but not limited to Residential Life professional staff, Counseling Center, Norton Medical Center, Filene Center, Marshall Center, Office of the Dean of Students).
- Work to identify and solve problem situations on their floor including but not limited to roommate conflicts, personal problems and emergencies.
- Respect and maintain confidentiality regarding resident issues by not discussing issues with other RAs, residents, students or other inappropriate persons. RAs are expected to keep Residential Life professional members informed about serious or potentially serious/dangerous resident issues.
- Act as a positive team member who fosters an environment of collaboration, cooperation and professionalism; participate in staff bonding.

2. Policy Enforcement

RAs are expected to:

- Know and educate residents on Wheaton College and Residential Life policies and Honor Code, student rights, and the conduct process.
- Enforce Residential Life and Wheaton College policies by responding to and confronting inappropriate behavior and policy violations.
- Encourage residents to hold each other accountable for their behavior.
- Confront individuals with respect, consistency, and fairness at all times.
- Confront and document any inappropriate resident behavior and report such incidents to one's supervisor or other appropriate personnel in accordance with protocol.
- Complete and submit incident reports (IRs) promptly, concisely, and accurately through Advocate.

3. Programming, Community Engagement, and Development

RAs are expected to:

- Regularly assess the needs of residents by talking with them, responding to current issues in their lives and recognizing needs, etc.
- Coordinate and implement programs and activities, both planned and impromptu, when advised.
- Carry out the programming expectations as set by the Community Development Model (subject to change), including but not limited to:
 - Programming Wheel
 - Developmental programming
 - Social programming
 - Quad-wide programming
 - Bulletin boards and door decorations
 - Floor meetings as determined by Residential Life
- Accurately propose and evaluate programming activities in a timely manner.
- Encourage residents to participate in Residential Life and college community events by notifying resident about upcoming programs.
- Hold one-on-ones with residents

4. Duty/On Call

RAs are expected to:

- Be available for duty approximately 11 to 15 nights per semester. This includes weekdays and weekends. Duty includes being available and accessible to all quad residents, conducting rounds, speaking with residents, responding to problems, and maintaining open communication with on-call personnel.
- Serve as back-up as necessary for another quad.

RAs who are on duty must:

- Be in their respective area of campus (EEKSGW/KLMCC on Upper Campus and YMC/BAM on Lower Campus, respectively) from 8:00pm to 8:00am on the date they are scheduled to be on duty.
- Check in with the AC on-call at 8:00pm sharp via text message from their quad's duty cell phone to the AC on-call cell phone.
- Participate in mandatory duty nights at the discretion of the Director of Residential Life, including but not limited to: World Series, Super Bowl, local/national/international events, closure due to weather, etc.

- Carry the duty phone and respond to all incidents in person in a timely manner.

5. General Administration

RAs are expected to:

- Complete all paperwork accurately and within established timelines.
- Distribute and collect all Residential Life information to students within established timelines, including but not limited to, event/program flyers, roommate contracts and health & safety forms.
- Assist with the check-in and check-out procedures at scheduled move-in and move-out times including break periods as well as check in/outs for room changes as necessary during the semester.
- Perform health and safety inspections approximately once per semester and at residence hall closings.
- Check Residential Life mailbox daily.

6. Maintenance & Facility Administration

RAs are expected to:

- Respond promptly and appropriately to all safety and health hazards.
- Be aware of and follow procedures for reporting housekeeping and facilities problems and follow up with students to ensure requests have been completed.
- Help to maintain a safe and secure environment that is conducive to the educational process and student growth and development.
- Investigate any damage to the building immediately and report it to Residential Life.
- Be familiar with all fire alarms, shelter in place and other emergency procedures, as well as respond to fire alarm drills and other emergencies in the residence halls.

VI. Time Commitment

RAs are expected to:

- Attend all staff meetings, trainings, in-services and other commitments, as assigned (6-8 hours per month)
- Participate in the selection of Residential Life staff, room selection, and other departmental processes and events as necessary.
- Request time off/away in advance with their supervisor, which is approved on a first-come, first-served basis to ensure that there are an adequate number of RAs in building
- Not be away from one's assigned community or leave campus more than two (2) weekends per month and inform their supervisor when leaving campus overnight.
- Remain on campus beyond official closing times to complete room condition reports, collect keys and secure the halls/houses
- Remain on campus beyond the official closing date (departure dates determined by one's supervisor)
- Reside in their assigned residence hall room
- Prioritize the RA role over any other extracurricular activities. Due to the increased expectations placed on the students who hold this position

- Discuss extracurricular activities with one's Area Coordinator. This includes all jobs (on/off campus, including Federal Work Study) and clubs, organizations, and other leadership commitments. This is in place due to the increased expectations placed on the students who hold this position.
- Avoid overcommitting themselves and limit extracurricular activities beyond the RA role to 10 hours per week to prevent burn out.

VII. Additional Requirements

RAs are expected to:

- Work cooperatively as a team member with other Residential Life staff members.
- Respect fellow RAs and strive for fairness and flexibility in sharing responsibility for duty switches, time off, special coverage needs, etc.
- Use all keys and access to the offices, computers, etc., ethically and as directed by one's supervisor.
- Respectfully confront individuals with whom they have a disagreement, which includes confronting fellow RAs/Lead staff and Residential Life professional staff.
- Abide by all Residential Life and college policies and not break the law.
- Demonstrate appropriate behavior on and off campus, and on social networking platforms

VIII. Reappointment

The RA position appointment is for one (1) academic year or one (1) semester if an individual is hired mid-academic year. RAs must reapply for the RA position for each academic year. Reappointment is not guaranteed.

IX. Residence Hall/Room Assignment

Residential Life assigns each RA to a residence hall space based on departmental needs and, in rare cases, reassignment may be necessary. Each RA agrees to live in their assigned room as a condition of their employment.

XII. Employee Dismissal

If an RA fails to abide by Residential Life and/or college policies and/or meet the obligations of the Resident Advisor Work Agreement, current job description, staff handbook and/or other policies and procedures, there will be grounds for immediate action which could include, verbal warning, written warning, probation or termination. Upon an unforeseen dismissal of the RA position RA responsibilities will be relinquished immediately and the individual will be relocated to another room assignment on campus.

The Office of Residential Life at its sole discretion reserves the right to change, alter or add to any of the qualifications and responsibilities for any reason that is in the best interests of the department or college.

When does the RA job officially start?

RA positions are for the entire academic year, beginning on Thursday, August 15th, 2019 through Sunday, May 17th, 2019 with some responsibilities beginning in Spring 2018; including but not limited to onboarding meetings and pre-training modules.

When is RA Training? Is it mandatory?

Fall Training **sessions** and opening responsibilities **begin Thursday, August 15th, 2019 at 1pm** and continue through Tuesday, August 27th, 2019 when classes begin.

Winter Training **sessions begin Thursday, January 16th, 2020 at 1pm** and continue through Wednesday, January 22nd, 2020 when classes begin.

Attendance in the entirety of both trainings is mandatory and required in order to be a RA.

How will I know when to book my travel accommodations?

We typically advise Resident Advisors that live over 500 miles away to make travel arrangements a day prior to when Resident Advisor training begins and a day after official closing dates to make sure there are no conflicts. International students will also want to consider giving themselves time before trainings to rejuvenate from jet lag.

Resident Advisors who live close in proximity to campus may choose to leave late in the evening after closing responsibilities are complete.

Dates to be aware of:

- For Thanksgiving break, RAs can depart campus after Tuesday, November 20th, 2018 at 10:00pm or choose to stay until the next morning.
- For winter break, RAs may depart campus after Saturday, December 15th at 10:00pm or choose to stay until the next morning.
- At the end of the academic year, RAs may depart campus after Sunday, May 17th at Noon.

What if I am a student-athlete and my schedule conflicts with training?

We understand the time commitment that goes into being a student-athlete. It is also important to be properly trained to be a successful Resident Advisor. Your supervisor will work with you to create an individualized plan to accommodate both of your roles.

I want to be an RA but I plan to study abroad in the spring of 2019.

This is perfectly acceptable. Should you choose to study abroad during the 2019 spring semester you must notify Residential Life during the 2018 fall semester, typically by December 1st.

Please note that upon return from study abroad you will need to reapply for the Resident Advisor position and reappointment is not guaranteed.

If I become an RA, where would I live? Do I have a say in that?

Residential Life will assign you to a residence hall space based on departmental needs and best fit. Based on your application, interview, and group process we will do our best to intentionally place you in an area we think you would be most successful. You can most certainly share with us where you would like to live and we will take that into consideration. However, nothing is guaranteed.

What should I include in my résumé?

Your résumé should be unique to you. You should include:

- Contact information
- Education
- Work Experience

Things you may want to consider including:

- Extracurricular Activities
- Honors and Awards
- Special Skills
- Languages
- Volunteer Experience
- Wheaton ID and shirt size

What should I include in my cover letter?

This cover letter is your opportunity to tell us a little bit about yourself and provide additional information about your skills and experience that make you the best candidate for the Resident Advisor position. Do not simply repeat what is on your résumé – rather, include specific information as to why you are a strong match for the Resident Advisor job. Think of your cover letter as a sales pitch that will market your credentials and personality.

What if I need help creating a résumé and cover letter? Or need help practicing my interview skills?

No problem. This is a great learning opportunity for you. You can always make an appointment with someone from career services and specifically request to do a mock interview or have your application materials reviewed.

Matt Wheeler, Assistant Director, Career Services, is also offering Mock Interview opportunities on February 13th, 14th, and 15th. You can sign up here:

<http://bit.ly/MockInterviews19>

Make an Appointment

Call (508) 286-8215 or visit the Filene Center front desk.

Drop-in Hours

Drop-ins are designed for quick meetings (15 minutes or less) with a career counselor and are offered on a first come, first served basis. Full appointments can be booked by calling the Filene Center.

Monday: 9:00am – noon at the Filene Center; 1:30 – 3:30pm at the Marshall Center

Wednesday: 9:00am – noon at the Filene Center; 1:30 – 3:30pm at Haas 208

Email

careerservices@wheatoncollege.edu

What should I wear to my interview?

You should wear business casual attire. No jeans, t-shirts, or sweat pants.

RA APPLICATION CHECK LIST

- Wednesday, January 23rd, 2018 – Applications available
- Friday, January 25th at 3pm – Optional information session #1
- Tuesday, January 29th at 5pm – Optional information session #2
- Wednesday, February 6th at 7pm – Optional information session #3
- Thursday, February 7th at 8pm - Optional information session #4
- Thursday, February 14th, 2019 by 4:30pm – Applications due to reslife@wheatoncollege.edu
- Sunday, February 17th – Interview Day
- Tuesday, February 19th – Successful candidates will be offered invitations via email to group process.
- Wednesday, February 20th – Group Process Day
- Monday, March 4th at 8:30am – Final decision letters will be ready in the Office of Residential Life.
- Friday, March 8th by 4:30pm – Acceptance forms and contracts due
- Thursday, March 28th at 6pm – '19-'20 Staff Meet & Greet
- Thursday, August 15th at 1pm – Training begins

CONTACT INFORMATION

Wheaton College | wheatoncollege.edu/residential-life
26 E. Main Street, Norton, Massachusetts 02766
tel: 508-286-3810
fax: 508-286-3870
email: reslife@wheatoncollege.edu

wheatoncollege.edu/go/ApplyRA