APPLY TO BE A 2020-2021 RESIDENT ADVISOR

INFORMATION PACKET
APPLICATION PROCESS

*Candidates who have been Resident Advisors in the past and are currently studying abroad must reapply.


- Interested candidates will submit the following materials via the Engage form.
  - Cover letter
  - Resume

STEP 2: Participate in a 30-minute interview on Sunday, February 16\textsuperscript{th}, 2020.
Interviews will take place in the Office of Residential Life, 3\textsuperscript{rd} floor of Balfour-Hood Campus Center

STEP 3: SAVE THE DATE – Group Process will take place Wednesday, February 19\textsuperscript{th} from 6:00pm – 10:00pm for new Resident Advisor candidates. (Invitation only)

- First-time Resident Advisor candidates will be notified by Tuesday, February 18\textsuperscript{th} via email if they will be invited to group process and advance in the selection process.

FINAL DECISIONS will be available in the Office of Residential Life front office on Monday, March 2\textsuperscript{nd} and acceptance forms and contracts will be due back to our office by Friday, March 6\textsuperscript{th}.

JOB DESCRIPTION

What does a Resident Advisor (RA) do?
Below you will find the complete 2020 - 2021 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 $5,090.63 for the academic year
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 during this search process are made for one academic 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 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. Liaison for Residential Education (i.e. Personal Development, Academic Achievement, Community Engagement, etc.)
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.
• Carry out programming expectations and residential student learning outcomes strategies as set by the / Residential Curricular Model, including but not limited to:
  o Mixed Media (i.e. bulletin Boards, door tags, etc.)
  o Individual Interactions / Intentional Conversations / Community
    ▪ Floor Experience
    ▪ Floor meetings
    ▪ Hold one-on-ones with residents
  o Programming (i.e. Take-To events, Guest Programs, Leadership Engagement, Dialogue Groups, Lobby Talk, Door to Door)
  o Duty & Incident Response
• Accurately propose and evaluate programming and resident interactions in a timely manner.
• Encourage residents to participate in Residential Life and college community events by notifying resident about upcoming programs.

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 (BGWEEKS/MLKCC on Upper Campus and YMC/PAM 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 Assistant Director of Residential Leadership Programs, 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.

FREQUENTLY ASKED QUESTIONS

When does the job officially start?
RA positions are for the entire academic year, beginning on Thursday, August 13th, 2020 through Sunday, May 16th, 2021 with some responsibilities beginning in Spring 2019; including but not limited to onboarding meetings and pre-training modules.

When is RA Training? Is it mandatory?
Fall Training tasks, sessions and opening responsibilities begin Thursday, August 13th, 2020 at 1pm and continue through Tuesday, August 25th, 2020 when classes begin.

Winter Training sessions begin Thursday, January 14th, 2021 at 1pm and continue through Wednesday, January 19th, 2021 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:
- At the end of the academic year, RAs may depart campus after Sunday, May 16th.

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. However, RA training must be your first priority so please consider this when making your decision to apply.
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 and interview 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.

How Do I Write a Resume?

Resume Formatting
The goal of a resume is to tell the story of your experiences as they relate to a specific job description. See our sample resumes for formatting guidelines and ideas. Remember, your resume should represent you and also catch the employer’s eye. Resume guidelines may vary from industry to industry, so it’s a good idea to familiarize yourself with specific industry examples.

Resume Format Tips

- One page. Keep your resume to one page. Save it as a PDF.
- Be concise. Use brief statements in the form of bullets or sentences.
- Keep font size to 11 or 12 point and set margins to no less than 0.5 inch all around.
- Do not use the word “I” or other first-person pronouns.
- Use past tense in describing past positions and use present tense for your current position(s).
- Be consistent in your use of punctuation throughout the document. For instance, either use periods at the end of all your bullets or not.
- Use bold, italics and underlining formatting to break up the text and make the document easy to read.
- Use action verbs that are more descriptive than common verbs such as “do/did,” “completed,” “responsible for,” etc.

Resume Content

- Customize. Tailor your resume to focus on the work and extracurricular experiences that are most relevant to the job you are targeting.
- Include multiple titles and responsibilities if you had multiple roles at one organization.
- Do not lie, exaggerate, or include something that you would not want to discuss in an interview.
- Avoid acronyms without first spelling them out (e.g., RA, LRA, WiN Hub)
- Do not include personal data (e.g., birth date, marital status, photograph).

Last-Minute Resume Checklist

- Have someone else look it over. Do not rely on spell-check! Remember — review the names of companies and people.
- Save documents as PDFs with appropriate names. Example: M.CrawfordEventPlannerResume.
- Make sure your outgoing voicemail greeting for the phone number you list on your resume is professional.
- Is your email address professional? (for instance, no “party123@gmail.com”)?

Sample Resume Formatting

Header

- Your name should be bold and in a larger font than the rest of the resume.
- Below your name, list your current mailing address, phone number, and the email address you most frequently use. You may use your permanent mailing address if you wish.

Education
• List your most recent education first. Indicate your university, your school (e.g., Georgetown College), major, minor(s), and graduation month and year.
• Include your cumulative GPA on your resume, if 3.5 of higher.

Experience
• The experience section of your resume is where you list and describe your experiences that are most relevant to the position you’re applying for.
• Often those experiences will be jobs and internships. But they don’t need to be. They might also be extra-curricular activities or coursework. List and describe your experiences in reverse chronological order (most recent first).
• You might divide your experiences into two different categories—based on skills or experience in a particular industry—if doing so helps you make a stronger case for your candidacy.
• For instance, you might devote a section of your resume to your experiences in a particular industry. Instead of one “Experiences” section, you could create a section called “Relevant Experience” and another “Additional Experience.” Or you might get even more specific and call a section something like “International Relations Experience” and another “Additional Experience.” This can help direct an employer’s attention to the experiences you most want them to pay attention to.
• If you create multiple experience sections on your resume, list the entries in each section in reverse chronological order (most recent first).

For each entry in your experiences section:
• Create a header that includes the name of the organization, the location of the experience, dates, and your position title.
• Write three or four sentences describing the work you did. Think about what you accomplished or contributed during the experience. Avoid weak verbs such as “did” or “worked.” Avoid passive constructions, such as “responsibilities include.”

Activities
This is the place to list your extra-curricular activities, such as sports, on-campus involvement, or volunteer experience. You may provide a brief description of accomplishments and responsibilities for each.

Skills
• Languages—be sure not to overstate (basic, intermediate, advanced or fluent).
• Technical skills—list specific and relevant software with which you are familiar (e.g., WordPerfect, Adobe Photoshop).
• Any training or certification programs you completed that would be relevant to the job.

Here are a few examples of well-done resumes:
JOHN YOUNG
26 East Main Street, Norton, MA · (508) 409-7258 · Young_John@wheatoncollege.edu

EDUCATION

Bachelors of Science – Economics, Wheaton College, Norton, MA 3.38 GPA, Anticipated Graduation 2022

◊ Recipient, Davis United World College Scholarship - Full tuition, room and board merit scholarship
◊ May Fellow Scholar - Program designed for high achieving students to engage deeply and thrive academically

Languages: Fluent in Bengali & English, basic Mandarin · Software Proficiencies: Fusion, SketchUp, Epilogue, Python

RELEVANT EXPERIENCE

Center for Global Education, Wheaton College - Norton, MA August 2018 – Present
Administrative Assistant
- Manages $20,000 for the Davis-Spencer Fund to organize the annual United World College alumni retreat
- Increased administrative efficiency by initiating a paperless system to collect data from student applications
- Handles office tasks, such as filing, generating reports, setting up for meetings, and reordering supplies.

Office of Residential Life, Wheaton College – Norton, MA August 2019 – Present
Resident Advisor
- Oversees 35+ residents, ensuring a positive residential experience through ongoing support and
- Enforces residence hall and college policies and confronts policy violations
- Manages a limited budget of $500 for academic year social and developmental programming initiatives

Wheaton Innovates (WiN) Hub, Wheaton College – Norton, MA August 2019 – August 2019
Program Mentor
- Provided mentorship, to 53 high school seniors exploring careers in technology and business
- Provided technological support to students using Fusion, SketchUp and Epilogue software
- Organized programming centered around career development and exploration

STUDENT INVOLVEMENT

Wheaton Impact, Wheaton College - Norton, MA April 2019 – Present
President
- Acts as the official representation and contact between non-profit business owners and managers
- Manages a budget of approximately $30,000 used for community impact projects around the globe
EDUCATION

Bachelor of Arts Major: Neuroscience  Minor: Chemistry  Anticipated Graduation 2021
Wheaton College, Norton, MA

GPA: 3.63  Dean’s List: Fall 2016 - Spring 2018
Member of the May Fellows Academic Honor Society

WORK EXPERIENCE

Resident Advisor  August 2018 - Present
Wheaton College, Norton, MA
- Oversees 35+ residents, ensuring a positive residential experience through ongoing support and crisis management
- Planned interactive developmental and social programs that meet their educational, interpersonal, and social needs
- Created an inclusive living community with deep relationships built on interaction, awareness, trust, and mutual respect
- Confronted unfitting behavior and assisted in enforcing residence hall and college policies

Teaching Assistant  August 2017 – May 2018
Wheaton College, Biology Department, Norton, MA
- Taught students how to use lab equipment such as microscopes and spectrophotometers properly
- Responded to student questions inside and outside of the classroom
- Assisted students in writing scientific papers as well as making power-point presentations
- Cleaned and stocked supplies for labs later in the week

Hostess  July 2015 - January 2018
Ming Lee, Waterville, ME July 2015 - January 2018
- Maintained high levels of customer service with professionalism, while in a fast-paced environment
- Handled credit and currency transactions while keeping the till in order

VOLUNTEER LEADERSHIP EXPERIENCE

Alumni Chair  August 2018 - Present
Rugby Team, Wheaton College, Norton, MA
- Serves as the key liaison between the undergraduate Rugby team members and Rugby team alumni
- Posts upcoming events, tournaments, and announcements on social media within the Wheaton Rugby Alumni group
-Plans and executes the alumni game that occurs at the end of the spring semester

Volunteer  Summers 2017 - 2018
Inland Hospital, Waterville, ME
- Volunteered in the Day Surgery department helping nurse’s clean rooms, prepare patient food, and transport patients
- Volunteered in the Emergency department helping nurses transport specimens, clean rooms, and prepare patient food
- Volunteered in the Business department helping financial counselors file and scan insurance documents, helped to check patient account balances and ensured no accounts had negative balances
- Volunteered at the Welcome Desk helping to greet patients as well as to check them in and direct them to where they were going

STEM Volunteer  August 2017-December 2017
Head Start Preschool, Norton, MA
- Planned science-based interactive activities for three to five-year olds
- Taught children about STEM using creative methods

OTHER CO-CURRICULAR MEMBERSHIPS

Pre-Health Society, Wheaton College, Norton, MA  August 2016- Present
Women in STEM, Wheaton College, Norton, MA  August 2016- May 2017
Colleges Against Cancer, Wheaton College, Norton, MA  August 2016- May 2017
How Do I Write a Cover Letter?

**Cover Letter Heading**
The purpose of your cover letter heading is to provide your contact information to the hiring manager. In a traditional cover letter, this information would be displayed in plain text in either a centered or left-aligned position at the top of the document. Alternatively, many modern templates feature design-heavy headers with alternative fonts and colors, bolded text, and icons.

**Your Contact Information**
Regardless of the design, your cover letter header needs to include the following information:

- **Name:** Your full name should be the focal point of your cover letter header with a large font size and bold text.
- **Address:** Traditionally, an address would include your street address, city, and zip code. However, it’s acceptable to omit your street address and just list your city and state.
- **Phone Number:** If you’re applying for a job in a different city, state, or country, make sure to include the relevant area/country codes at the beginning of your phone number.
- **Email Address:** Use a professional email address such as yourname@gmail.com.

**Date & Employer Contact Information**
The next step is to list today’s date followed by the employer’s contact information. Make sure to leave a space between the date and the hiring manager’s name. Include the following points directly below the header, in the upper left portion of your letter:

Today’s Date  
Hiring Manager’s Name  
Company Name  
Company Street Address  
Company City, State, and Zip Code

**Addressing a Cover Letter**
You only get one chance to make a first impression — so, make sure you start your cover letter with the appropriate greeting.

Ideally, you want to address your cover letter to the hiring manager in charge of the position you’re applying for. You can often find their name in the job description or on the company’s website. If you can’t find it, don’t panic—try calling the company and asking for the hiring manager’s name.

**Cover Letter Body**

Opening Paragraph - The first paragraph of your cover letter should cover the following bases:

- Grab the hiring manager’s attention.
- Provide a self-introduction.
- List what position you’re applying for.
- Describe where you found the job posting.
- Offer a sneak peek into why you’re the ideal candidate for the role.

**Tip**
In some cases, it’s also important to include an expression of your enthusiasm in your cover letter introduction, such as when you’re writing a cover letter for an internal position.

However, be careful not to bore the hiring manager with an overly generic introduction. Let your personality shine through and express your enthusiasm for the position and company. For example, check out how this candidate professional yet charismatic introduction:
Please accept my enclosed application for the position of dental assistant at [Clinic Name]. I noticed your job posting on [Website Name] and am happy to say that my 4+ years of dental assistant experience matches your clinic’s needs perfectly.

If you’ve been referred to this role by a mutual contact of the hiring manager, include this information in the first paragraph of your cover letter. A referral paired can help you get your foot in the door for an interview. So, don’t shy away from including this professional favor in the beginning of your cover letter.

Tip
Before sending yours out, take an in-depth look at cover letter opening examples to make sure you start yours off in a way that captures attention and lands more interviews.

**Middle Paragraphs:**
Now that you’ve covered the basics, it’s time to delve into your experience and accomplishments. But, this section isn’t just an opportunity to boast about yourself — match your qualifications to what the company is looking for. Use the skills, experience, and qualifications listed in the job description for inspiration.

At this point, the hiring manager has already reviewed your resume, so don’t waste space repeating information. Instead, connect the accomplishments on your resume to the goals of the company you’re applying for. For example, watch how this candidate sells their relevant skills, highlighted in bold:

“I noticed in your job description that you are looking for a candidate that will require very little training and supervision. After gaining 4+ years of dental assisting experience, I can guarantee that I am completely familiar with the routines associated with patient care, record keeping, performing dental work, and handling scheduling, billing, insurance, and even doing inventory maintenance.”

**Closing Paragraph**
Congratulations, you’ve written an impressive cover letter. All that’s left to do is tie it all together with a strong concluding paragraph that hits all of these key points:

Thank the hiring manager for their time & consideration of your application.
Restate your contact information, including your phone number and email address.
Finish with a compelling call-to-action, that prompts the hiring manager to invite you in for an interview. [Optional]: Briefly reiterate what makes you a strong candidate for the role.
For example, check out this candidate’s enthusiastic, yet professional close:

“I would love to have an opportunity to join the team at [Clinic Name]. I am looking forward to having a more detailed discussion with you about how I can join your team and help you achieve your goals.”

**Cover Letter Conclusion**
A salutation, or complimentary close, is your opportunity to bid adieu to the hiring manager. Be sure to use a professional, yet friendly letter close.

**Signature**
The final step is to authenticate your cover letter by signing below the closing salutation. If you’re submitting a digital copy, it’s not necessary to include your signature — instead, just type out your first and last name. However, if you’re old fashioned and want to include one, it’s appropriate to include an e-signature at the bottom of the document.

Here are a few examples of well-done cover letters:
Dear Residential Life,

I am writing to you in regards of the Lead Resident Advisor position for the school year of 2019-2020. After having been Lead Resident Advisor (LRA) for Staff Development for two semesters now, I am still excited about the possibilities that these positions hold. My time as a LRA has helped me grow as a leader, facilitator, and supporter for both my residents and fellow Resident Advisors (RA).

As a current Junior, I am approaching the end of my Wheaton career and I have enjoyed every moment that I have spent with the Residential Life program. During this past year, I have helped bring Resident Advisors together through quad socials, movie nights, and dinners. Different events that I would like to implement into the rest of the semester are game nights and cross-quad bonding. With the role of Staff Development, I have gotten the chance to express my appreciation for my staff through many different creative forms. Some examples of gestures of appreciation that I have done are creating birthday posters, sticky notes of encouragement, emailing memes to keep the spirit up, and much more. One difficulty that has occurred this year within the GWEEKS quad are staff members forgetting that they are on call. In order to reverse this habit, I have created new methods of handling being on-call, such as passing the phone directly to the next individual instead of placing the phone in the staff office. This small change has helped my quad not miss a single on-call shift or have a late check-in for the Spring semester of 2019. Through these actions as a LRA, I have learned that I am a positive role model and have the power to create change in other’s lives.

Other experiences that have helped me grow my leadership is through working at Exploration Schools (EXPLO) as the Audio/Visual Coordinator. My tasks as the Audio/Visual Coordinator spanned from managing daily performances, solving time sensitive problems, and directing other staff members to assignments. This detailed oriented position has allowed for me to grow as an individual, teaching me that I am capable of so much more. During EXPLO, I was a constant role model for the students, living on the same floor, eating every meal together, and being a part of their community, are all important experiences that will contribute to my success as a LRA. Along with EXPLO, my time spent with Media Services has also added to where I am today. Media Services has taught me patience and quick-thinking skills. Without Media Services, I would have never learned how to be calm even in a stressful situation. Through working for Exploration Schools and Media Services, I have learned how to be a better supporter of others, active listener, and creative problem solver.

All of the skills that I have acquired are the perfect characteristics of a Lead Resident Advisor. Already having the experience of a Lead Residential Advisor, I can only imagine the growth and change that will occur next year. Thank you for the opportunity, and I hope to be considered for the position of Lead Residential Advisor.

Sincerely,

[insert signature]
[insert printed name]
What if I need help creating a résumé and cover letter? Or wish to do a mock interview?

Make an Appointment with Career Services.
Call (508) 286-8215 or visit the Filene Center front desk.

Email
careerservices@wheatoncollege.edu

What should I wear to my interview?
You should wear business attire. No jeans, t-shirts, or sweat pants.

How will my application materials be measured?
Each of the sections below will be given a score by Residential Life professionals.
1 – Extremely Unsatisfied  2 – Unsatisfied  3 – Neutral  4 – Satisfied  5 - Very Satisfied

Highest Possible Points: 40

<table>
<thead>
<tr>
<th>Cover Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Format / Visually Appealing</strong> - one-inch margins, 11–12pt font size, elegant font (i.e. Times New Roman), single line spacing; meets the eye in it's the fonts, white space, use of bold, italics, underline, etc. and overall visual balance of a design</td>
</tr>
<tr>
<td><strong>Includes</strong> - Your contact information, date &amp; employer contact information, a greeting, an introduction to the hiring manager, information on why you are qualified for the job, a closing, and your signature</td>
</tr>
<tr>
<td><strong>Readability</strong> - The quality of being legible or decipherable; the quality of being easy or enjoyable to read</td>
</tr>
<tr>
<td><strong>Content</strong> - Connects the accomplishments on their resume to the goals of the Resident Advisor job, matches their qualifications to the job description, candidate sells their relevant skills</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resume</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Format / Visually Appealing</strong> - One-inch margins, elegant font (i.e. Times New Roman), 11–12pt font size, single line spacing, additional space before and after headings. Meets the eye; fonts, white space, use of bold, italics, underline, etc. and overall visual balance of a design</td>
</tr>
<tr>
<td><strong>Includes</strong> - Contact information, education, experience, extracurricular activities, any technical skills, any honors and awards, languages, trainings/certifications</td>
</tr>
<tr>
<td><strong>Readability</strong> - The quality of being legible or decipherable; the quality of being easy or enjoyable to read</td>
</tr>
<tr>
<td><strong>Content</strong> - Tailors their resume to focus on the work and extracurricular experiences that are most relevant to the RA job description, provides bullets describing the work they did</td>
</tr>
</tbody>
</table>

How will my interview be evaluated?

Your interview will include 8 questions and each question will be given a score by your interviewer or interviewers.
1 – Extremely Unsatisfied  2 – Unsatisfied  3 – Neutral  4 – Satisfied  5 - Very Satisfied
If you have two interviewers their total scores will be averaged together for 1 score.

Highest Possible Score: 40

Do Not Recommend (< 25)
Recommend with Reservation (25-29)
Recommend (30-35)
Highly Recommend (36-40)

**What does the process look like for choosing the successful candidates?**

Candidate interview scores and application material scores will be added together for a total score (highest possible score is 80.) This simply determines the order in which candidates are discussed during the deliberation process. Your score does NOT automatically determine an outcome. It simply gives us a strategy for starting the conversation.

The professional staff of Residential Life will meet to discuss the candidates. Deliberation will include discussion of your application materials, interview, any previous knowledge of the candidate, conduct history (if any), best fit based on the placements available, and other recommendations given by Resident Advisors and professional staff.

**RA APPLICATION CHECK LIST / IMPORTANT DATES**

- Wednesday, January 22\(^{nd}\), 2020 — Applications available
- Thursday, January 23\(^{rd}\) at 7:30 pm in Pine Hall, Conger Commons — Optional information session
- Thursday, January 30\(^{th}\) at 7:00 pm in Clark Hall Lounge — Optional information session
- Thursday, January 30\(^{th}\) at 7:30 pm in McIntire Hall Lounge — Optional information session
- Thursday, January 30\(^{th}\) at 8:00 pm in Young Hall Lounge — Optional information session
- Friday, February 14\(^{th}\) by 11:59 pm — Applications due via Engage
- Sunday, February 16\(^{th}\) - Interview Day
- Tuesday, February 18\(^{th}\) - Successful candidates will be offered invitations via email to group process.
- Wednesday, February 19\(^{th}\) - Group Process Day (aka group interviews) – SAVE THE DATE – Hold the time 6:00pm to 10:00 pm. If you are invited you will be assigned to group A (6:00 pm) or B (8:00 pm.)
- Monday, March 2\(^{nd}\) at 8:30am — Final decision letters will be ready in the Office of Residential Life.
- Friday, March 9\(^{th}\) by 4:30pm — Acceptance forms and contracts due to the Office of Residential Life
- Thursday, March 26\(^{th}\) at 6pm — ‘20-’21 Staff Meet & Greet
- Thursday, August 13\(^{th}\) at 1pm — Training begins

**CONTACT INFORMATION**

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wheatoncollege.edu/go/ApplyRA