

Thank you for your interest in applying for a Resident Advisor position at Worcester Polytechnic Institute. We believe that being a Resident Advisor is one of the most challenging and rewarding experiences that WPI can offer you.

RA APPLICATION PROCEDURE

The procedure of applying for the RA position consists of three parts:

1. Written Application
2. Individual Interview
3. Group Process

For your application to be considered, we **must** have the following by 5pm on Wednesday, December 16, 2009:

- Completed Application
- Two references completed by individuals with whom you have had some sort of evaluative relationship (i.e. a current or past supervisor, WPI administrator, faculty member, staff person, or coach.)

All application materials must be received at the Office of Residential Services by Wednesday, December 16, 2009 at 5:00pm. The Office of Residential Services closes at 5:00pm. Late applications will not be accepted.. Please be sure to give your references sufficient time to complete these forms so that your application is not delayed or disqualified.

RA SELECTION TIMELINE

| | |
|--|--|
| Friday, October 30, 2009 | RA Applications available at Residential Services Office |
| Tuesday, November 10, 2009 | Information Session 4-5pm <i>(East Hall Conference Room)</i> |
| Wednesday, November 18, 2009 | Information Session 5-6pm <i>(Hagglund Room)</i> |
| Thursday, December 3, 2009 | Information Session 12-1pm <i>(East Hall Conference Room)</i> |
| Wednesday, December 16, 2009 | Applications due by 5pm to Residential Services Office (East Hall) |
| Saturday, January 23, 2010 | Group Process Interview <i>** NOTE: This is a required session. You will be assigned to the AM or PM session and notified on Friday, January 15th via email about assignment**</i> |
| Monday, January 25 and Tuesday, January 26, 2010 | Individual Candidate Interviews <i>These interviews will be scheduled on the day of the group process interviews.</i> |
| Monday, February 1, 2010 | Decision letters mailed to campus mailboxes <i>(will be available after 12 noon)</i> |
| Thursday, February 4, 2010 | RA contracts due to Residential Services <i>(no later than 5pm)</i> |

Prior to beginning the application process, we encourage you to take a couple of minutes to look over the questions below and complete a quick self assessment. The following questions are designed to help you assess your readiness for the Resident Advisor position. Keep track of the number of questions you answer with a yes. Be honest with yourself for best results.

1. Do you feel like you balance your academics and current activities well?
2. Do you feel there is room for another 10 hour a week time commitment in your schedule?
3. Since there are times when the job is demanding and you can't go home or hang out with friends, could you go long periods of time without seeing family and/or significant other?
4. Are you comfortable with giving up some of your free time to work weekends or holidays as part of the RA position?
5. Do you feel you could approach a resident about a personal concern that has been brought to your attention?
6. Could you feel comfortable assisting a student from an underrepresented group (e.g., student with a disability, gay/lesbian/bisexual, African American, Hispanic, etc)?
7. Are you able to confront other people's behaviors in a constructive manner?
8. Can you accept the fact that not everyone will want to be involved in your floor activities?
9. Can you accept the fact that you may have to plan events that you do not like to do however your residents may enjoy them?
10. Could you handle the fact that everyone on your floor or staff may not like you?
11. Can you remain objective and fair when dealing with a conflict involving your friends and fellow staff members?
12. Do you think you can be a good role model when you are off-campus/away from the hall?
13. Are you an outgoing person who is easy to get to know?
14. Are you able to initiate conversation easily?
15. Are you able to react and express yourself clearly in a tense situation?
16. Do you know the limits of confidentiality?
17. Do you know when someone is asking for help, but is not directly verbalizing their need?
18. Is the satisfaction of knowing you did your best enough for you?
19. Do you utilize constructive ways to relieve stress or tension?
20. When faced with criticism, are you flexible?
21. Do you project a positive self-image?
22. Can you feel comfortable writing reports about situations that occur on your staff or floor?

You should have answered the majority (17 or more) of the questions with a "yes" answer to show that you have a good understanding of the time and energy it takes to be a Resident Advisor. You are strongly encouraged to look at the questions you answered "no" to and discuss these questions with a Residential Services Staff member.

SKILLS THAT YOU CAN GAIN AS AN RA:

| | | |
|------------------------|----------------------------|----------------------------|
| Team Building | Communication Skills | Creativity |
| Community Leadership | Interviewing Skills | Safety and Security |
| Time Management | Networking Skills | Crisis Intervention Skills |
| Leadership Skills | Event Planning Skills | Active Listening Skills |
| Public Speaking | Long Range Planning Skills | Exposure to Diversity |
| Assertiveness Training | Customer Service Skills | Empathy |

PLEASE NOTE:

The RA position requires a significant time commitment. For this reason, RA's:

- may not serve on the Orientation staff (because of conflicts in training and program scheduling).
- who are seeking outside employment will need to discuss this with the Assistant Director of Residential Services
- may not leave campus overnight more than 1 weekend per month without prior approval of the Office of Residential Services.

RA TRAINING SESSIONS

RAs that are hired for the 2010-2011 Academic Year are **required** to attend the following Spring 2010 Training Session:

* Saturday, April 10 9am-4pm

Additionally, RA staff returns to campus early before the start of A and C terms. RA staff will train for 2 weeks in August before school begins. RA Training will begin no earlier than August 8, 2010. RA staff members are required to attend this training in its entirety. In January, the staff typically returns 2-3 days prior to the start of classes/opening of the residence halls.

ELIGIBILITY

All full-time WPI students are eligible for RA positions provided they are in good academic and community standing. Successful candidates must have achieved at least sophomore status by the start of the Fall 2010 term.

JOB COMPENSATION

Resident Advisors receive a single room in an assigned hall/house free of charge. They also receive ½ of a 190 meal plan. RA staff members are required to be on a residential meal plan, regardless of where they are assigned to live. Please note that this compensation is considered a financial resource and financial aid candidates selected as RA's may have an adjustment made in the self-help category of their aid package. If you feel that this may apply to you, we recommend that you speak with Financial Aid to see how the RA position may affect your aid. **Financial status is not considered as a factor in selecting RA's.**

RESIDENT ADVISOR APPLICATION

(PLEASE PRINT OR TYPE)

Please note: This application (as well as two references) must be turned into the Office of Residential Services no later than 5pm Wednesday, December 16, 2009.

A. GENERAL INFORMATION

Name: _____ Sex: M _____ F _____

Local Address: _____ Phone #: _____

Home Address: _____ Phone #: _____

E-mail Address: _____

Major: _____ Class Year: _____

Academic Advisor: _____

How long have you lived on campus? _____ Where? _____

B. ACADEMIC STATUS

1. Which of the following will you be working on or completing next year?

_____ Sufficiency _____ IQP _____ MQP

2. Will you be applying to be on co-op next year?

_____ No _____ Yes

3. Will you be applying to be at a project center?

_____ No _____ Yes If so, what terms? _____

ON SEPARATE SHEETS OF PAPER, PLEASE TYPE THE ANSWERS TO THE FOLLOWING QUESTIONS. PLEASE BE SURE TO ANSWER ALL QUESTIONS IN SECTIONS C-G. PLEASE BE SPECIFIC AND CONCISE.

C. RELATED EXPERIENCES

1. List any full-time, part-time, and/or summer work experience. Please include place of employment, positions held, length of stay, and duties or responsibilities.
2. List any volunteer or community service experience. Please include name of agencies, positions held, length of participation, and duties or responsibilities.
3. List any membership or leadership experience in clubs or organizations. (First year students may include high school experience.) Please include name of club/organization, positions held, length of participation, and duties or responsibilities.

D. SELF-ASSESSMENT

1. What kind of first impression do you make?
2. How would your best friend describe you?
3. Share three words that you feel best describe you and why you chose them.
4. How do you relieve stress?
5. Describe an event in your life when you had to overcome an obstacle or rise to meet a challenge. Please include specific information on how this event has effected your development and how it has helped you set new directions or goals for your future growth.

E. KNOWLEDGE OF RA POSITION

1. How would you describe the role of a Resident Advisor?
2. What do students gain from living in the residence halls?
3. Name three advantages and three disadvantages of being a Resident Advisor.
4. What types of activities would you plan for your floor to improve the quality of life in your residence hall?
5. In your own words, please define the following terms:
 - a. Role Model
 - b. Community
 - c. Mediation
 - d. Confidentiality
 - e. Time Management

F. SPECIAL INTEREST PLACEMENT

Please consider the following special interest groups:

| | |
|---|----------------------------------|
| * First-Year Students | * Wellness Living |
| * Returning Upper-Class/Transfer Students | * International Theme Living |
| * Apartments (Fuller/Ellsworth) | * Leadership Residential Program |

1. What special interest group(s) appeals to you?
2. Why would you be interested in working with this group(s)?
3. What would you do as a RA to meet the needs/further the goals of this special interest group(s)?

Please note: The Final Selection Committee will take this information into consideration when placing the Resident Advisor staff for the new academic terms. However, no preferences are guaranteed.

G. DISCIPLINARY ACTION

1. Have you ever been involved in any type of disciplinary action?
_____No _____Yes

2. If you have been involved in any type of disciplinary action, please describe the circumstances, the date of the event, and the sanction imposed on a separate sheet of paper.

H. LETTERS OF RECOMMENDATION

Please select two individuals to fill out the attached Recommendation Forms. Faculty Advisors, Professors, Staff Members, Administrators, and Resident Advisors may be used for recommendations. All Recommendation Forms must be returned to the Office of Residential Services.

These individuals will be submitting references to Residential Services on my behalf:

1. Name: _____ Position: _____

2. Name: _____ Position: _____

The information contained in this application is correct to the best of my knowledge. I understand that any willful misrepresentation on my part would be grounds for termination of my participation in the selection process. I understand that both my academic and disciplinary records will be checked, and I agree to allow the Office of Residential Services access to these records.

Print Name: _____ Date: _____

Signature: _____

RESIDENT ADVISOR REFERENCE FORM
Worcester Polytechnic Institute • Office of Residential Services

The person requesting your evaluation is applying for a position as a Resident Advisor. Your personal evaluation would be helpful in our decision making process. The Resident Advisor position involves working closely in a variety of situations with students and administrative departments.

Please complete this form and return it directly to the Office of Residential Services. All application materials must be received by the Office of Residential Services by **Wednesday December 16, 2009 at 5pm**. Thank you for your assistance.

PART 1: to be completed by the APPLICANT

Applicant's name: _____ Box # _____

Reference person's name: _____ Position: _____

Choose one of the following:

- I hereby waive my right to have access to the information provided in this reference.

Signature of applicant _____

- I do not waive my right to have access to the information provided in this reference.

Signature of applicant _____

PART 2: to be completed by the REFERENCE

Name: _____

Position: _____

Address: _____

Phone Number: _____

Email Address: _____

Signature: _____

How long have you known the applicant and in what capacity? _____

Given your knowledge of the candidate, would you:

- Highly Recommend Recommend with Reservation
 Recommend Do Not Recommend

Are you willing to be contacted should further information be needed in assessing this candidate?

- Yes No

On the table below, please put an X in the corresponding column based on how well you believe the applicant fits that particular category.

| | Excellent | Above Average | Average | Below Average | Needs Improvement | Unable to Evaluate |
|--|------------------|--------------------------|----------------|--------------------------|------------------------------|-------------------------------|
| Personal Strengths | | | | | | |
| Maturity | | | | | | |
| Time management skills | | | | | | |
| Ability to handle stress | | | | | | |
| Commitment to academic success | | | | | | |
| Ability to work independently | | | | | | |
| Understands limitations | | | | | | |
| Acting as a role model | | | | | | |
| Interpersonal Skills | | | | | | |
| Ability to connect with groups of students | | | | | | |
| Oral communication skills | | | | | | |
| Written communication skills | | | | | | |
| Ability to handle conflict | | | | | | |
| Leadership | | | | | | |
| Initiative | | | | | | |
| Ability to motivate self | | | | | | |
| Ability to be flexible and adapt to change | | | | | | |
| Problem solving ability | | | | | | |
| Ability to work autonomously | | | | | | |
| Work ethic | | | | | | |
| Ability to provide peer counseling | | | | | | |
| Ability to organize and plan events/activities | | | | | | |
| Ability to work as a member of a team | | | | | | |

Please feel free to add any additional comments regarding this applicant. *(Print below or attach another sheet of paper if necessary.)*

PLEASE RETURN THIS REFERENCE TO:
 Office of Residential Services 100 Institute Rd Worcester, MA 01609
 no later than Wednesday, December 16, 2009.