Position Overview:
The Resident Assistant (RA) is an integral member of the Missouri Valley College Housing & Residence Life program and the Office of Student Affairs. These para-professional staff members foster and maintain a welcoming living/learning community on-campus; the Resident Assistant’s primary role is to develop a community that encourages academic excellence, individual growth, and social development. RAs have a number of administrative responsibilities, including serving on-duty for assigned areas, enforcing College policies, mediating conflicts, and mentoring peers. Resident Assistants need to be adaptable, dedicated, flexible, enthusiastic, and responsible.

Duties:
- Foster and maintain a welcoming living/learning community; develop a community that encourages academic excellence, individual growth, and social development.
- Demonstrate a caring, inclusive, and supportive attitude towards all members of the community.
- Reside full-time in designated residential community.
- Attend all training, meeting, in-service, and staff development activities.
- Know all residents in designated residential area.
- Develop active and passive programming/community building activities.
- Serve on the duty rotation for a designated residential community.
- Mediate conflicts between peers and roommates.
- Serve as an advisor for residents and as a referral agent to trained professional staff, including medical/mental health professionals, public safety officers, etc.
- Report all concerns, including but not limited to, housekeeping, maintenance, and safety to appropriate supervisor(s) or other personnel.
- Maintain regular communication and a positive working relationship with fellow Resident Assistants, supervisors (Hall Directors, Student Affairs staff), and other College personnel (Housekeeping, Maintenance staff, and Public Safety).
- Respond to emergencies; perform all duties outlined by the College’s Crisis Response Plan and Student Affairs procedures.
- Act as a liaison for residents to the Office of Student Affairs and other College offices, as needed.
- Have a working knowledge of, follow, explain, and enforce all College and Student Affairs policies and procedures.
- Perform administrative duties, including but not limited to, completion of paperwork, opening and closing residential areas, and reporting physical plant damages.
• Respect confidentiality for all communications; do not share confidential information with those who do not have a need to know.
• Represent the mission and support the work of the Office of Student Affairs and the College to fellow students, faculty, staff, parents, and guests.
• All other duties as assigned.

Qualifications:
• Be a residential student for at least one semester.
• Have and maintain a 2.0 semester and 2.5 or higher cumulative Grade Point Average (GPA).
• Be enrolled in 12-18 credit hours per semester (those wishing to take more than 18 hours must gain prior approval).
• Minor or no violations of the College’s student code of conduct or other policies or procedures.

Remuneration:
• $1000.00 stipend per academic semester (Note: Actual amount TBD by the Office of Financial Aid).

Application Process: For 2015-2016 Academic Year
• Applications Due
  o March 20, 2015
• References Due
  o March 23, 2015
• Individual Interviews
  o March 23 - 29, 2015
• Decisions Announced
  o Approximately March 31, 2015
Application for Resident Assistant (RA)
2015-2016 Academic Year

Name: _______________________________________________________________________

Last Name: ___________________________________________________________________
First Name: ___________________________________________________________________
Middle Initial: ___________________________________________________________________

Local/Campus Address: ___________________________ Student ID #: ___________________________

E-mail Address: ___________________________ Phone Number: ___________________________

Semesters Living On-Campus: _______________ Cumulative GPA: ___________________________

Building/Area Assignment Preferences:
1. _____________________________________________________________________________
2. _____________________________________________________________________________
3. _____________________________________________________________________________

Please note that this is a preference. You are applying for any open Resident Assistant position.

Documents to be submitted with application:

□ Cover Sheet (this document)
□ Resume
□ Position Interest Statement

Please write a brief statement (500 – 1000 words) on why you are interested in the Resident Assistant (RA) position. Consider the following questions when writing: What is the purpose of an RA? Why are you interested in becoming an RA? What skills or interests do you have that are transferable to the RA position? What skills do you want to learn from the RA position?

Documents to be submitted separately:

□ Two (2) Reference Forms

As part of the application process, applicants must request two (2) references. References must be academic or professional. At least one reference must be from a Missouri Valley College faculty or staff member.

**Previous applicants only complete Cover Sheet (this document) and any new materials you wish to have reviewed.

I hereby certify that all of the information I have provided is accurate and truthful to the best of my knowledge. Any omissions or errors will be reported to the Office of Student Affairs immediately.

_________________________________________  ___________________________
Signature  Date

*Please submit completed application via e-mail to fuchsb@moval.edu or to the Office of Student Affairs*
Office of Student Affairs  
Housing & Residence Life

Reference Form for Resident Assistant (RA)  
2015-2016 Academic Year

Applicant

I, ____________________________, have requested that ____________________________ complete this reference form in support of my application for employment. In compliance with the Family Educational Rights and Privacy Act of 1974 (amended) and related laws, I must indicate whether or not I wish to retain the right to examine this reference. I understand that this document will not be used for any purpose other than evaluating my qualifications for employment. Further, I am not required to waive my right to review as a condition of employment.

□ I waive my right to review this reference  |  □ I do not waive my right to review this reference

_________________________________________________________  ____________
Signature                                                              Date

Evaluator

Name: ______________________________________  Title: ______________________________________

E-mail Address: __________________________  Phone Number: ______________________________

Please answer the following questions to the best of your ability, based on your knowledge and observations of the applicant:

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

________________________________________________________________________

2. Please describe the applicant’s strengths relating to the Resident Assistant position:

________________________________________________________________________

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________________________________________________________________________
3. In what areas do you believe the applicant needs growth or training relating to the Resident Assistant Position?

___________________________________________________________________________

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4. Please rank the applicant in each of the following areas:

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5. Additional Comments:

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___________________________________________________________________________

6. Based on your knowledge of the applicant, what is your overall recommendation:
   □ Highly recommend
   □ Recommend
   □ Recommend with reservations
   □ Do not recommend

_________________________________________________________  
Signature                                                                 Date

*Please submit completed reference forms to the Office of Student Affairs*
Office of Student Affairs
Housing & Residence Life

Reference Form for Resident Assistant (RA)
2015-2016 Academic Year

Applicant

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___________________________________________________________
Signature

___________________________________________________________
Date

Evaluator

Name: ____________________________  Title: ____________________________

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Signature  ___________________________  Date  __________

* Please submit completed reference forms to the Office of Student Affairs*