NORTH CAROLINA CENTRAL UNIVERSITY
FOUNDED 1910

DEPARTMENT OF
RESIDENTIAL LIFE

Resident Assistant Application

North Carolina Central University 1801 Fayetteville St., Box 19382, Durham, NC 27707

The Department of Residential Life is excited about your interest in becoming a part of the Resident Assistant (RA) Team! Before you proceed with completing this application, please thoroughly read this information packet. Failure to submit completed application materials via email at nccuresidentiallife@gmail.com will result in your ineligibility to gain a Resident Assistant position. In addition, please review the eligibility requirements before continuing. Failure to meet one or more of the eligibility requirements will render you unable to obtain a RA position. Lastly, review the position description and ensure that this position is for you! Please note that incomplete applications and paper-copy applications will not be reviewed by the Residential Life Student Staff Selection Committee.

Eligibility Requirements

All applicants must:

* Be enrolled at NCCU as a full-time student with at least 12 credit hours.
* Have at least a 2.70 cumulative AND semester GPA at the time of application. Candidates must also have a cumulative and semester grade point average (GPA) of 2.70 the semester prior to employment. Failure to meet these criteria could result in termination prior to start of appointment. You are not to exceed 18 credit hours per semester without the permission of the Community Director.
* Have no record of University disciplinary action at the time of application or appointment.
* Have lived on-campus housing for at least two (2) semesters.
* Register for and complete FCSC 3900 Management Theory and Principles prior to the first semester of employment. This means interested candidates must register to take FCSC 3900 by the first semester of employment.
* Be in good academic standing with NCCU.
* Submit completed application materials via email to nccuresidentiallife@gmail.com.

Position Description

Message from the Department of Residential Life

The Department of Residential Life at North Carolina Central University is committed to providing its residents with safe, secure, and welcoming residence halls that will help foster independence, respect for the community, and academic success.

The Resident Assistant is an active member of the Residential Life staff and must possess the skills and knowledge to assist in carrying out the mission of the Department of Residential Life. As a staff member, the RA will respond to a variety of situations within the residence halls and must be able to do so with courtesy and professionalism.

The Resident Assistant must also be capable of exhibiting excellent customer service through dealings with the residents and guests of the halls.

Supervision

Resident Assistants are directly supervised by the Community Director (CD) of their residence hall and also by the Community Manager (CM).

Duties and Responsibilities

The Resident Assistant (RA) is a full-time, undergraduate or graduate student who serves as an educator, counselor, administrator, role model, friend, and team member for the residents of a floor or wing in a residence hall.

The RA position is an integral member of the Residential Life Staff. The RA works to create and maintain a healthy environment for the academic and personal growth of the students within their assigned living unit. In carrying out his or her duties, the RA is expected to treat other students and staff with courtesy and respect while promoting individual and communal rights and responsibilities

Appointment Dates

Resident Assistant (RA) appointments are made for the entire academic year. Appointments for the 2013-2014 Academic Year are as follows:

Fall Semester

Sunday, August 4, 2013 at 5:00PM (Contract/Agreement Begins)

Sunday, December 15, 2013 at 10:00AM (Winter Break Departure)

Spring Semester

Saturday, January 4, 2014 at 5:00PM (Return to Campus from Winter Break)

Sunday, May 11, 2014 at 10:00AM (Contract/Agreement Ends)

General Expectations

Resident Assistants are hired for the complete academic year (August-May) and/or housing agreement period for the residential community they reside in. Should a Resident Assistant choose to resign from a position, they must do so in writing to their immediate supervisor (Community Director). It is appropriate to provide at least 2 weeks' notice to the supervisor.

Along with signing the Resident Assistant Agreement, you will sign a 2013-2014 Housing Agreement. If you decide to resign or are terminated from your Resident Assistant position, and decide to remain in on campus housing for the duration of your Housing Agreement, you will be charged a pro-rated room rate.

GPA Requirement/Judicial Requirement

Resident Assistant positions are considered student leadership positions. Therefore, as a Resident Assistant, you must remain in a good academic and judicial standing with the University and the Department of Residential Life.

All student staff members are expected to maintain a 2.70 GPA both semester and cumulative. If an employee falls below a 2.70, the following disciplinary action will occur:

Academic Status	Employment Action
Term OR cumulative GPA falls below 2.70 (1st time)	Probation
Term OR cumulative GPA falls below 2.70 (2nd time)	Termination
Term AND Cumulative GPA falls below a 2.70 (1st time)	Termination

An employee may only be placed on probation once. An employee who reaches the level of double probation should be terminated.

Training and Professional Development Sessions

RAs MUST attend all staff training sessions. All trainings are a requisite of job employment. These dates include, but are not limited to:

*Fall Training: Sun. Aug. 4 - Sat. Aug. 10, 2013

*Spring Training: Sat. Jan. 4 - Mon. Jan. 6, 2014

*Weekly Staff Meetings (TBD by your CD)

*Semester In-Services: Oct. 20, 2013 & Mar. 23, 2014

* The RA job is a priority; ALL trainings/professional developments sessions are MANDATORY.

Compensation

It is understood that a staff position in the Residence Halls cannot easily be translated into hours worked per day or week because of the unique nature of the responsibilities and circumstances. The position requires a genuine personal commitment, flexibility, and good understanding of the unpredictable nature of the actual time involved.

To compensate the Resident Assistant for this time and dedication, the Department of Residential Life provides Residential Assistants with the following compensation:

*1,350 dollar stipend paid out once a month for 10 months

*A Compensated meal plan

*A Compensated on-campus room

Additional Questions?

If you have specific questions about the RA position, please e-mail nccuresidentiallife@gmail.com and visit the NCCU Residential Life website for more information http://www.nccu.edu/students/housingdining/employmentopps.cfm

Position Information and Preference Form

I am seeking a Resident Assistant position for the following term(s):

☐ 2013 - 2014 Academic School Year ☐ 2013 Summer Sessions

Building Preference

First Choice

Second Choice

Living and Learning Community Preference

First Choice

Second Choice

Please provide why you are interested in working with the Communities you selected:

Applicant Information

Last Name First Name Middle Initial

Banner ID E-mail Address

Local Address

Street Address

City State Zip Code Phone Number

◯ My local address (listed above) will change after please contact me at my permanent address (listed below).

Permanent Address

Street Address

City State Zip Code Phone Number

Birthdate ◯ Male ◯ Female Race/Ethnicity

Major/Concentration Minor GPA Credits at NCCU

Current Student Classification Anticipated Graduation Date

Anticipated Credit Hours Fall 2012 Anticipated Credit Hours Spring 2013 ◯ Full Time ◯ Part Time

Have you ever been a RA? If so, where? What year?

Have you ever been convicted of a felony? ◯ No ◯ Yes (If yes, please attach a separate page explaining)

Selective Service Registration Compliance

General Statute 143 requires applicants for State employment or specified types of educational assistance to verify compliance with the requirements of Military Selective Service Act.

COMPLIANCE CERTIFICATION: Please check the appropriate box(es), print your name, SSN, sign your name, and date this section to indicate your compliance.

☐ **I certify that I am NOT registered with the Selective Service because (check one below):**

- ☐ I am a female
- ☐ I am in the armed services on active duty (Note: Members of the Reserves and National Guard are not considered on active duty)
- ☐ I was born before 1960
- ☐ I am a permanent resident of the Trust territory of the Pacific Islands or the North Mariana Islands
- ☐ I am a non-immigrant alien
- ☐ I have not yet reached my 18th birthday

☐ **I certify that I am registered with the Selective Service**

Printed Name		SSN	
Signature		Date	

1. List extracurricular involvement and special interests (i.e. clubs, sports, organizations, etc.)

2. What skills/experiences do you have that makes you a qualified candidate for this position?

3. What do you believe is the most important part of a RA's job? Why?

Professional References

Provided below are three boxes for reference information. All three boxes must be filled out completely. Please ensure that all of your references are professional references. Consider asking professors, advisors, mentors, supervisors, or other similar individuals who are familiar with you on a personal and professional level.

Name
Address
City State Zip Code
E-mail
Relationship
Title
Phone Number

Name
Address
City State Zip Code
E-mail
Relationship
Title
Phone Number

Name
Address
City State Zip Code
E-mail
Relationship
Title
Phone Number

I certify that I wish to apply for the position of Resident Assistant at North Carolina Central University. By printing my name and Banner ID below I indicate that all of my application statements are true to the best of my knowledge. I also authorize the Department of Residential Life to review my current GPA and Student Conduct files as part of this application review process. Finally, I authorize the Department of Residential Life to contact my listed references in order to collect any necessary information.

Printed Name

Banner ID

Date

Please save this completed application in the following format: "Doe, John RA Application." Once you have saved it, please email it and your resume to nccuresidentiallife@gmail.com. You will then apply for the RA position by submitting this application and your resume via the email listed above.

Application Attachments

I. Resume

Submit a current professional resume that includes your education, past work experience, current work experience, and campus/community/professional organization affiliations.

II. Personal Statement

Please type a two page personal statement using these questions below. Please include any additional experiences and leadership qualities that will help you to succeed in this position.

- What do you feel are the advantages and benefits of being a Resident Assistant?
- What are the disadvantages of being a Resident Assistant? What adjustments do you foresee having to make if you are selected as an RA?
- Explain how the RA job fits in with your personal goals and career goals.
- What contributions have you made to the residence hall community this year?
- What is your perception of an RA's role to residents, other staff, and the University?
- What is the role of the Department of Residential Life at NCCU?
- Why do you believe you are qualified to be an RA?