RESIDENT ASSISTANT EMPLOYMENT APPLICATION
FALL 2014 - SPRING 2015

COMPLETED APPLICATIONS DUE MARCH 6, 2014 AT 5PM
Dear Applicant,

Thank you for your interest in the Resident Assistant position. The RA position provides an excellent opportunity to gain leadership and enhanced communication and interpersonal skills, as well as experience as a community builder on your floor(s). Please read this application packet carefully as it contains important position description and stipend information. Feel free to contact the Residence Hall Office if you have any questions regarding your application and / or the selection process.

What are the requirements to become a RA?
- Applicants must have completed at least one semester at Cooper and be of sophomore status by the fall of 2014.
- Applicants must have a cumulative GPA of 3.0 or better and be in good disciplinary standing with the college.
- Upon accepting a position, all staff members are required to review and sign a FERPA Confidentiality Agreement as well as the Student Staff Code of Ethics which outlines expected behavior as a staff member. If you have any questions regarding these documents, please contact the Assistant Manager of Residence Life.

What do I need to know about the application and reference forms?
The application packet should include the application itself, along with 2 reference forms and an RA job description. The Residence Hall staff will evaluate your application based on how clearly you demonstrate your experience and knowledge in the following areas: leadership, employment and/or internship history, community building, diversity, and understanding of the position for which you are applying.

You need to have 2 references completed. It is recommended that you select people who can provide an objective and critical analysis of your skills and experiences (please refer to section 3 of the application for suggestions regarding ‘types’ of references). Family members are not recommended. It is in your best interest to explain the position for which you are applying to your reference. You are responsible for assuring that your reference forms and letters are turned in by the deadline. Be sure to distribute the forms as soon as possible. If you require additional reference forms, please contact the Residence Hall Office.

Applications and References are due by 5:00pm on THURSDAY, MARCH 6, 2014. Please return all materials directly to the Residence Hall Office.

Student Staff Selection Process Timeline
- Wednesday, 2/5/14: Applications are available.
- Sunday, 2/9/14 at 8:00pm: First Information Session (Residence Hall: Menschel Room)
- Tuesday, 2/11/14 at 12:00noon: Second Information Session (Residence Hall: Menschel Room)
- Tuesday, 2/11/14 at 9:00pm: Last Information Session (Residence Hall: Menschel Room)
- Thursday, 3/6/14: Applications and references are due by 5:00pm. Please return all materials to the Residence Hall Office.
- Saturday, 3/8/14: Group Process Interviews and Interviews with current RA Staff 10:00am – 2:00pm.
- Beginning Week of 3/24/14: Individual Interviews
- Notifications will be made before April 11, 2014.
What about compensation and financial aid?
• All positions receive a single room within an apartment in the Residence Hall.
• All positions receive a credit toward their room fees:
  - **Full time RAs** are provided with a full waiver of room fees for both semesters
  - **Part time RAs** are provided with a waiver for ½ of the room fees for both semesters
• Anyone receiving financial assistance should contact the Financial Aid Office to determine the
effect this position may have on his/her package.

Once hired, are there mandatory meetings and training?
• RA staff is required to attend a week long training session that generally falls the week prior to
  first-year orientation. During training and first-year orientation, staff members should not have any
  outside commitments.
• Throughout the semester, staff members are required to attend bi-weekly staff meetings and
  individual supervisory meetings.
• Spring Training is scheduled for the weekend prior to the first day of classes.

What are some limitations to consider before I apply?
The Resident Assistant position is a great experience, but it can be very demanding. History has
shown that most applicants are not fully aware of the intensity of the job until they have experienced it.
Due to the time required to successfully perform the duties of the RA position, staff should seriously
consider other time commitments (i.e. internships, jobs, executive positions in student organizations,
collegiate sports, etc.) before applying for the RA position. It is expected that dedication to the
Resident Assistant position will take priority over all other non-academic, extra-curricular activities or
jobs.

If hired, staff members should discuss with the managers any involvement in co-curricular activities
outside of academics and the RA position. While we encourage campus involvement, and our current
staff is actively involved in many organizations across campus, we are simply cautious of, and
sensitive to, your academic priorities.

Please review your application carefully before submission. Make sure your references, essays, and
resume are included. If your contact information changes, please notify our office at 212-353-4099. If
you have any questions, please attend one of the information sessions or contact us via email at
drobbins@cooper.edu.

Sincerely,

Chris Chamberlin and David Robbins
Resident Assistant Job Description

The following is an outline of the basic responsibilities of the Resident Assistant position. Please note that additional responsibilities may be assigned as deemed necessary by the Director of Residence Life and/or the Assistant Manager.

Counselor / Advisor
As a counselor/advisor, the resident assistant:
- reaches out regularly to individuals who have personal concerns
- makes referrals, when appropriate, to the Director of Residence Life
- makes an effort to know all the students in the residence hall
- initiates contact with each individual on the floor to establish, develop and maintain a relationship
- listens to student concerns without being judgmental
- is familiar with college services and refers students to these services

Administrator
As an administrator, the resident assistant:
- attends all scheduled staff meetings, individual meetings and in-service trainings
- promptly submits incident reports, surveys, evaluations, and other paperwork as required
- plans and initiates floor meetings on a regular basis
- maintains consistent communication with the Director of Residence Life
- provides duty coverage for the building as required
- complies with office hours and duties as assigned
- conducts himself or herself in a manner that models appropriate behavior
- cooperates with security to ensure proper safety procedures in the Student Residence, including the operation of fire safety drills and building evacuations
- assists in selection of potential resident assistants
- must be present at all check-in and check-out days and assist in any procedure assigned by the Director
- keep bulletin boards up-to-date with appropriate information
- is knowledgeable about the contents of the Student Handbook and Resident Assistant Manual

Facilities Support
The resident assistant is responsible for the comfort, health and safety of assigned floors and for maintaining the building as a whole. In this role the resident assistant:
- alerts the Director of Residence Life of rooms that require attention or repair
- prepares Room Condition Reports at the beginning and end of every semester
- completes condition/inventory reports for public spaces within the floor
- completes monthly health and safety inspections

Educator
The resident assistant helps educate residents about how to behave as a member of a residential community. In this role the resident assistant:
- assists students in developing individual responsibility, self discipline, and social awareness
- facilitates student awareness of college and residential policies
- encourages students to appropriately confront peers as well as negotiate differences and compromise

Other Duties
The resident assistant manages a number of additional tasks. The resident assistant:
- provides support to the Office of Student Affairs by working in the office 2 hours per week
- thoroughly and promptly completes tasks as assigned by the Director of Residence Life
- cooperates with fellow Resident Assistants to create a cohesive team
- utilizes office and master keys properly so as to preserve the integrity of the building’s security
• enters resident rooms only when there is suspicion of illegal activity, a potential threat to a resident’s health or safety, or during a crisis situation
• positively represents Cooper Union and the Residence Hall during move-in, move-out, open house, campus tours and any other college function
• maintains the residence hall as a safe and nurturing environment for residents
• is available to residents on a regular basis, including weekends and evenings (resident assistants should be on campus at least 2 weekends every month; resident assistants who are off campus for more than 2 days must notify the Director of Residence Life)
• fulfills all programming requirements as well as assisting with Orientation programs and all hall programs
• fulfills all duty responsibilities including office hours, rounds, confrontation, writing incident reports and crisis management
• check office mail box and email daily
• collaborates with Residence Hall Association to assist with programs and residential concerns
• fulfills responsibilities associated with committee / collateral assignment

Terms of Employment

• The Resident Assistant, as an employee of the Cooper Union, is required to support the initiatives and endeavors of the Office of Residence Life and the Office of Student Affairs.

• The foremost requirement is a sincere commitment to the position. As such, the Resident Assistant will place first priority on his or her resident assistantship. All other non-academic endeavors will be secondary.

• The Resident Assistant must remain in good academic standing. A Resident Assistant who is placed on academic probation will be required to resign from the resident assistantship.

• The Resident Assistant may not have employment outside of Cooper Union and must receive permission from the Director of Residence Life to be employed on-campus.

• The Resident Assistant should expect to work 15-20 hours a week on tasks related to the residence hall. Additional hours may be necessary during move-in and move-out.

• The Resident Assistant should be careful not to overload his or her schedule with co-curricular activities. The Director of Residence Life has the right to request a Resident Assistant to resign from any club or activity that interferes with the performance of responsibilities associated with the Resident Assistant position.

• Resident Assistants must abide by all Cooper Union and residence hall policies. Violation of these policies may lead to termination from the Resident Assistant position.

• The Resident Assistant must respect the privacy and confidentiality of all information received in the course of fulfilling job responsibilities.

• Resident Assistants must be available to residents on weekends and at night.

• The Resident Assistant may be terminated due to failure to meet expectations. Resident Assistants who are terminated will be required to vacate the residence hall, according to the timeline devised by the Director of Residence Life.

• The Resident Assistant is appointed for one year, with an option of an additional year renewal. Reappointment to the Resident Assistant position is subject to the Director of Residence Life’s satisfaction with the Resident Assistant’s job performance.
Section 1  PLEASE TYPE OR PRINT NEATLY

Name: ___________________________ DOB: ___/___/___
Email: ___________________________ Gender: □ MALE □ FEMALE

Local Address: _______________________________________________________________
Local Phone: __-____-____-____

Home Address: _______________________________________________________________
Home Phone: __-____-____-____

Please notify the Residence Hall Office if your contact information changes at any time.

Including this semester, how many semesters have you completed at Cooper? _________

Current Class Status: □ 1st yr □ 2nd yr □ 3rd yr □ 4th yr □ 5th yr

School: □ Architecture □ Engineering □ Art Major: ___________________________

Cumulative GPA: ___________ (Minimum GPA required is a 3.0)

Have you ever lived in a Residence Hall? □ Y □ N If Yes, where? _____________

Were you ever a Resident Assistant? □ Y □ N If Yes, where? _____________

CO-CURRICULAR ACTIVITIES: Please list all extra-curricular activities you are involved in, including student organizations, athletics, leadership positions, community service involvement, etc. You may attach a separate typed list if necessary.

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>POSITION</th>
<th>DATES OF INVOLVEMENT</th>
<th>CONTACT PERSON</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ANTICIPATED OUTSIDE COMMITMENTS FOR UPCOMING ACADEMIC YEAR: Please list work / practicum / internship / volunteer work you anticipate for the upcoming academic year. You may attach a separate typed list if necessary.

<table>
<thead>
<tr>
<th>ORGANIZATION/EMPLOYER</th>
<th>HOURS PER WEEK</th>
<th>DATES OF INVOLVEMENT</th>
<th>CONTACT PERSON</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 2

1. Employment Experience: Please attach a copy of your updated resume and/or related work experience. Please limit your resume to 1 or 2 pages. * This is optional. If you do not have an updated resume, or previous work experience, you do not need to submit a resume.

2. Motivation and Skills Essays: Please respond to each of the following questions on a separate sheet of paper.

   A. Why are you interested in becoming a Resident Assistant? What do you hope to get from the position? (200 word limit)
   B. Imagine you are writing a welcome letter to your incoming residents. Assume that all of your residents are new to Cooper Union. Your letter should include an introduction to yourself, an explanation of your role as an RA, and any other information you feel is important. (500 word limit)

3. References: Please list the names of the two individuals who will be providing a reference on your behalf. It is suggested that you select individuals from two of the three following categories:

   A. Peer - a fellow student, student leader and / or Resident Assistant.
   B. Teacher - a current or recent faculty member that can provide insight into your ability to succeed within the academic realm.
   C. Employer - a current or recent supervisor that can provide insight into your work ethic / performance.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Applicant Disclosure Notice

I hereby _____ agree _____ do not agree (check one) to waive my right of access to information received concerning my candidacy for the Resident Assistant position.

Signature of Application: ____________________________ Date: __ __ / __ __ / __ __

I understand that this application will be reviewed by the Student Staff Selection Committee. I certify that I have read the "Letter to the Applicant," which was enclosed with the application materials. I certify that the information that I have submitted is accurate, my own, and the truth to the best of my knowledge and that any false information can be grounds for disqualification from the application process or dismissal from employment.

Signature of Application: ____________________________ Date: __ __ / __ __ / __ __
ALL APPLICATION MATERIALS SHOULD BE:

MAILED TO:
Cooper Union Residence Hall
29 Third Avenue
New York, NY 10003

or

HAND DELIVERED TO:
The Residence Hall Office
Third Floor / Apartment 3B
29 Third Avenue
New York, NY 10003

THE APPLICATION DEADLINE IS 5:00PM ON THURSDAY, MARCH 6, 2014.

If you mail your application, it must be received by our office by the date/time above.

DO NOT WRITE BELOW
FOR OFFICE USE ONLY

APPLICATION CHECKLIST:
Cumulative GPA: ________
Extracurricular Activities: ________
Resume: ________
Essays: ________
References: 1 ________
2 ________

OVERALL CANDIDATE ASSESSMENT:
Essay Scores: A ________ B ________ C ________ D ________
Group Process Score: ________
Student Staff Interview Scores: ________ ________
Professional Staff Interview Scores: ________ ________
Dean Interview Score: ________
OVERALL SCORE: ________
RESIDENT ASSISTANT REFERENCE FORM
All references should be received by 5:00pm on Thursday, March 6, 2014

Section 1. Please print or type. Candidates should forward this form to their reference only after they have completed Section 1.

Candidate Name:__________________________________________________________
Local Address:__________________________________ Email:____________________
Reference Name:__________________________________________________________
Reference Address:________________________________________________________
Reference Email:__________________________ Reference Telephone:____________

APPLICANT DISCLOSURE NOTICE:
I hereby _____agree _____do not agree (check one) to waive my right of access to information received concerning my candidacy for the Resident Assistant position.

Signature of Applicant:____________________________________________________Date:____________

I understand that this reference will be reviewed by the Student Staff Selection committee for evaluation purposes.

Signature of Applicant:____________________________________________________Date:____________

REFERENCE DIRECTIONS:
Thank you for taking the time to submit a reference for this candidate’s application for the Resident Assistant position. The Resident Assistant position is a student leadership role that works to foster student and community development within the Residence Hall. The work performed by Resident Assistants is multifaceted and ranges from developing / implementing educational and social programs to holding peers accountable for inappropriate behavior / policy violations. At all times, it is paramount that the Resident Assistant be a role model to other residential students.

The ability to develop a good rapport with students, to foster individual responsibility and personal growth among others, and to serve in an administrative capacity are all important considerations in selecting an individual for this position. In your reference letter, please address some of the following knowledge, skills, and abilities that you feel this candidate possesses, and why you feel that they could succeed in this challenging position. Finally, please be sure to include how long, and in what capacity, you have known the candidate.

Knowledge of Campus Resources  Listening Skills  Time Management
Confrontation and Conflict Resolution  Consistency  Judgment
Reasoning/Decision Making Skills  Professionalism  Tactfulness
Written/Verbal Communication Skills  Role Modeling  Availability

Please attach your reference letter to this form and mail it directly to: David Robbins / Residence Hall / 29 Third Avenue / New York, NY 10003. If you will be returning the reference letter to the candidate, please make sure it is in a sealed envelope. Lastly, please make sure that your letter is signed and includes your contact information. Feel free to contact me at 212-353-4099 or via email at drobins@cooper.edu if you have any questions. Thank you.

Sincerely,
David Robbins
Assistant Manager of Residence Life
Cooper Union
RESIDENT ASSISTANT REFERENCE FORM
All references should be received by 5:00pm on Thursday, March 6, 2014

Section 1. Please print or type. Candidates should forward this form to their reference only after they have completed Section 1.

Candidate Name:_________________________________________________________
Local Address:___________________________________________________________
Email:_________________________________________________________________
Reference Name:_________________________________________________________
Reference Address:________________________________________________________
Reference Email:_________________________________________________________
Reference Telephone:_____________________________________________________

APPLICANT DISCLOSURE NOTICE:
I hereby _____agree _____do not agree (check one) to waive my right of access to information received concerning my candidacy for the Resident Assistant position.

Signature of Applicant:________________________________Date:_______________

I understand that this reference will be reviewed by the Student Staff Selection committee for evaluation purposes.

Signature of Applicant:________________________________Date:_______________

REFERENCE DIRECTIONS:

Thank you for taking the time to submit a reference for this candidate’s application for the Resident Assistant position. The Resident Assistant position is a student leadership role that works to foster student and community development within the Residence Hall. The work performed by Resident Assistants is multifaceted and ranges from developing / implementing educational and social programs to holding peers accountable for inappropriate behavior / policy violations. At all times, it is paramount that the Resident Assistant be a role model to other residential students.

The ability to develop a good rapport with students, to foster individual responsibility and personal growth among others, and to serve in an administrative capacity are all important considerations in selecting an individual for this position. In your reference letter, please address some of the following knowledge, skills, and abilities that you feel this candidate possesses, and why you feel that they could succeed in this challenging position. Finally, please be sure to include how long, and in what capacity, you have known the candidate.

Knowledge of Campus Resources
Confrontation and Conflict Resolution
Reasoning/Decision Making Skills
Written/Verbal Communication Skills
Listening Skills
Consistency
Professionalism
Role Modeling
Time Management
Judgment
Tactfulness
Availability

Please attach your reference letter to this form and mail it directly to: David Robbins / Residence Hall / 29 Third Avenue / New York, NY 10003. If you will be returning the reference letter to the candidate, please make sure it is in a sealed envelope. Lastly, please make sure that your letter is signed and includes your contact information. Feel free to contact me at 212-353-4099 or via email at drobbins@cooper.edu if you have any questions. Thank you.

Sincerely,
David Robbins
Assistant Manager of Residence Life
Cooper Union