



Dear Applicant,

Thank you for your interest in the Resident Assistant position for the 2016-2017 academic year. The RA position provides an excellent opportunity to gain leadership skills, communication and interpersonal skills, and experience as a community builder on your floor(s). Becoming an RA is a very important decision. Please read this application packet carefully, as it contains position description and stipend information. If you have any questions regarding your application and / or the selection process, please feel free to contact the Office of Residence Life.

### **What are the requirements to become a RA?**

- All applicants must have completed at least one semester at Cooper Union and be of sophomore status by the fall of 2016.
- 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 is required to sign a FERPA Confidentiality Agreement, as well as the Student Staff Code of Ethics. If you have any questions regarding these documents, please contact the Director of Housing & Residential Education.

### **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 Office of Student Affairs 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, and understanding of the position for which you are applying.

**You need to have 2 references completed.** It is recommended that you select individuals 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 stated deadline. Be sure to distribute the forms as soon as possible. If you require additional reference forms, please contact the Office of Residence Life.

**Applications and References are due by 5:00pm on FRIDAY, FEBRUARY 26th, 2016. Please return all materials directly to the Office of Residence Life. The Office of Residence Life is located in Room #3B, third floor of the Cooper Union Residence Hall.**

### **Student Staff Selection Process Timeline**

- **Monday, 1/4/16:** Applications are available.
- **Tuesday, 2/2/16 at 9:30pm:** First Information Session (Residence Hall: Menschel Room)
- **Wednesday, 2/3/16 at 9:30pm:** Second Information Session (Residence Hall: Menschel Room)
- **Thursday, 2/4/16 at 9:30pm:** Final Information Session (Residence Hall: Menschel Room)
- **Saturday, 2/20/16 at 10am:** Group Process. Required for all applicants. (Residence Hall: Menschel Room)
- **Friday, 2/26/15:** Applications and references are due by 5:00pm. Please return all materials to the Office of Student Affairs.
- **Beginning Week of 3/7/16:** Individual Interviews with Student Affairs Employees
- **Notifications will be made by Friday, 3/18/16.**

### **What about compensation and financial aid?**

- All positions receive a single room within a Residence Hall apartment.
- All positions receive a full waiver of room fees for both semesters
- Anyone receiving financial assistance should contact the Financial Aid Office to determine the effect this position may have on their financial package.

### **Once hired, are there mandatory meetings and training?**

- RA staff is required to attend a week-long training session that takes place the week prior to Orientation. During training and New Student Orientation, staff members should not have any outside commitments. This year's training will be held from **Wednesday, August 24, 2016 to Monday, August 29, 2016**.
- Resident Assistants will be required to return to campus by **Tuesday, August 23, 2016**.
- Throughout the semester, staff members are required to attend bi-weekly staff meetings and individual supervisory meetings.
- Resident Assistants are required to perform two office hours per week.
- Resident Assistants are required to help with fall closing. Resident Assistants are required to remain in the Residence Hall until **5PM, December 22, 2016**.
- Spring training is scheduled for the weekend prior to the first day of spring semester classes. Resident Assistants will be required to attend Spring 2017 training on **January 14, 2017 and January 15, 2017**.
- Resident Assistants are required to help with the end-of-year Residence Hall closure. Resident Assistants will be required to remain in the Residence Hall until **5PM, Friday, May 12, 2017**.

### **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, applicants should seriously consider other time commitments (e.g. internships, jobs, executive positions in student organizations, sports, etc.). It is expected that dedication to the Resident Assistant position will take priority over all other non-academic activities or jobs. While we strongly encourage campus engagement, 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 contact the Office of Residence Life at 212-353-4099. If you have any questions, please attend one of the information sessions or contact me via email at [drobbins@cooper.edu](mailto:drobbins@cooper.edu).

Sincerely,

David Robbins  
Director of Housing and Residential Education and Programs



## 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 if deemed necessary.

### Counselor / Advisor

#### **As a counselor / advisor, the Resident Assistant:**

- reaches out regularly to individuals who have personal concerns
- makes referrals, when appropriate, to the Office of Residence Life
- makes an effort to know all the students in the Residence Hall
- initiates contact with each individual in area to establish, develop, and maintain a relationship
- listens to student concerns without being judgmental
- is familiar with college services and refers students to said 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 Office of Residence Life
- provides duty coverage for the building as required
- complies with office hours and duties as assigned
- models appropriate behavior, both inside and outside the Residence Hall
- cooperates with security to ensure proper safety procedures in the Residence Hall, including the operation of fire safety drills and building evacuations
- is present at all check-in and check-out days
- keeps 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 her / his assigned floors, and for maintaining the building as a whole. In this role, the Resident Assistant:**

- alerts the Office of Residence Life to 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:**

- 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.)
- fulfills all programming requirements and assists with Orientation 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

### **Terms of Employment**

- Resident Assistants are employees of the Cooper Union and as such are required to represent the institution and serve as an ambassador on behalf of the institution. As employees of The Cooper Union, Resident Assistants must support institutional initiatives and abide by and enforce policies of The Cooper Union.
- The foremost requirement is a sincere commitment to the position and to The Cooper Union. The Resident Assistant will place first priority on their Resident Assistantship. All other non-academic endeavors will be secondary.
- Resident Assistants must be in good academic standing. Resident Assistants must obtain a grade point average of at least 3.0 for all semesters they are engaged in this position, or the offer for the Resident Assistant position will be withdrawn. A Resident Assistant on academic probation will be required to resign from their resident assistantship.
- Resident Assistants must receive permission from the Director of Housing and Residential Education and Programs if they plan to seek other employment.
- In addition to the time expectations while on duty, Resident Assistants should expect to work 10-15 hours a week on tasks related to the Residence Hall. Additional hours may be necessary during the closing and opening of the building.
- Resident Assistants should be careful not to overload themselves with co-curricular activities. The Director of Housing and Residential Education and Programs has the right to ask a Resident Assistant to resign from any club or activity that interferes with the Resident Assistant's performance in the Residence Hall. Failure to comply with the Director's request will result in the termination of the Resident Assistantship and loss of housing within the Residence Hall.
- Resident Assistants must abide by all Cooper Union and Residence Hall policies. Resident Assistants must be free of academic and disciplinary sanctions/probation. Any Resident Assistant who violates Cooper Union policies will be terminated from their Resident Assistantship.
- Resident Assistants must respect the privacy and confidentiality of any information they receive while employed by Cooper Union.
- Resident Assistants must fulfill the duties of the position as it is listed in the job description and the Resident Assistant Staff Manual.
- Resident Assistants' performance will be reviewed on an ongoing basis. A formal review will be conducted in December and April. Satisfactory reviews are necessary for continued employment from one semester to another.
- Resident Assistants must participate in all required training sessions and meetings designated by the Director of Housing & Residential Education.
- Resident Assistants must assist with the opening and closing of the Residence Hall for each semester and vacation period.
- Resident Assistants must cover on call duty during the academic year and all vacation periods.
- If a job performance is unsatisfactory to the Director of Housing & Residential Education and/or Dean of Students in any way, they may terminate the Resident Assistant's employment. In such cases, Resident Assistants will be required to move out of the building within 24 hours.
- Resident Assistants are appointed for one year only. Staff renewal is subject to reapplication each year.
- First-year Resident Assistants are eligible for a second year of service, but no Resident Assistant may hold the position for more than two years.

**RESIDENT ASSISTANT APPLICATION**

**SECTION 1: PERSONAL INFORMATION**

Name: \_\_\_\_\_ DOB: \_\_\_ / \_\_\_ / \_\_\_

Email: \_\_\_\_\_

Local Address: \_\_\_\_\_

Local Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

*Please notify the Office of Residence Life if your contact information changes at any time.*

Including Spring 2016, how many semesters have you completed at Cooper? \_\_\_\_\_

Current Class Status: \_\_\_\_\_ Major: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Have you ever lived in a Residence Hall? \_\_\_\_\_ If yes, where? \_\_\_\_\_

Have you ever served as a Resident Assistant? \_\_\_\_\_ If yes, where? \_\_\_\_\_

Co-curricular activities: Please list all extra-curricular activities in which you are involved, including student organizations, athletics, leadership positions, community service, etc. If necessary, attach a separate sheet.

Organization	Position	Dates Involved	Contact Person	Telephone

**ANTICIPATED OUTSIDE COMMITMENTS FOR THE UPCOMING ACADEMIC YEAR:** Please list all work, practicum, internship, or volunteer opportunities you plan to take part in for the 2015-2016 academic year. You may attach a separate list if necessary.

Organization	Hours Per Week	Dates Involved	Contact Person	Telephone

## **SECTION 2: EMPLOYMENT EXPERIENCE AND ESSAYS**

**Employment Experience:** Please attach a copy of your updated resume and/or related work experience. Please limit your response to one or two pages. If you have no work experience you do not need to submit a resume to be considered for the RA position.

**Motivation and Skills Essays:** Please respond to each of the following questions on a separate sheet of paper. Please type your answers.

1. (A) Why do you want to be an RA? (B) What skills and experiences do you bring to the position? (C) What do you hope to gain from this position?
2. As an employee of the Office of Residence Life, within the Department of Student Affairs at The Cooper Union, you will be required to abide by and enforce departmental and institutional policies. How would you respond to a situation where you had to enforce a policy that you did not agree with? If possible, please provide an example of when you have been in this type of situation in the past.
3. What does "leadership" mean to you? (Topics to consider: leadership style, how do you work in groups, how do you work as an individual, times when you have been a leader, times when you have been a follower)
4. Describe a situation when you had to work with individuals who were different from your self. (A) Describe the differences. (B) How did you work together? (C) How does this translate to skills needed to be an effective RA?
5. Describe a time when you needed to respond to an emergency or crisis situation. (A) What role did you play? (B) How did the situation play out? (C) Looking back what would you do differently?
6. Assume you are a new RA. You have been asked to write a welcome letter to your residents. All of your residents are new students to The Cooper Union. Please write the letter you would send including: (A) an introduction of yourself; (B) an explanation of your role as an RA; (C) your vision and expectations for the upcoming year; and (D) your description of the Cooper Union.

**SECTION 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 who know you well and can attest to your ability to excel as a Resident Assistant. The following are examples of ideal references:

- a fellow student leader or Resident Assistant
- a current or recent faculty member that can provide insight into your ability to succeed within the academic realm
- a recent employer or supervisor that can provide insight into your work ethic/performance

	NAME	POSITION	PHONE	EMAIL
1				
2				

**SECTION 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 applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

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

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**ALL APPLICATION MATERIALS SHOULD BE:**

**MAILED OR HAND-DELIVERED TO:**  
Cooper Union Office of Residence Life  
29 3<sup>rd</sup> Avenue #3B  
New York, NY 10003

**THE APPLICATION DEADLINE IS 5:00PM, FRIDAY, FEBRUARY 26, 2016.**  
**If you mail your application, it must be received by our office on or before the date/time listed above.**

**RESIDENT ASSISTANT REFERENCE FORM 1**

*All references should be received by 5:00pm on Friday, February 26, 2016*



**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: \_\_\_\_\_

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**REFERENCE DIRECTIONS:**

Thank you for taking the time to submit a reference for this candidate's Resident Assistant application. The Resident Assistant position is a student leadership role that fosters 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 important that the Resident Assistant be a role model to their peers within the Residence Hall.

The ability to develop a good rapport with students, to foster individual responsibility and personal growth amongst 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/ Cooper Union Residence Hall / 29 Third Avenue #3B / New York, NY 10003**. If you will be returning the reference letter to the candidate, please make sure it is in a sealed envelope. Please make sure that your letter is signed and includes your contact information. If you have any questions, please feel free to contact me at 212-353-4117 or via email at [drobbins@cooper.edu](mailto:d Robbins@cooper.edu). Thank you.

Sincerely,  
David Robbins  
Director of Housing and Residential Education and Programs

**RESIDENT ASSISTANT REFERENCE FORM 2**

*All references should be received by 5:00pm on Friday, February 26, 2016*



**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: \_\_\_\_\_

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**REFERENCE DIRECTIONS:**

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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/ Cooper Union Residence Hall / 29 Third Avenue #3B / New York, NY 10003**. If you will be returning the reference letter to the candidate, please make sure it is in a sealed envelope. Please make sure that your letter is signed and includes your contact information. If you have any questions, please feel free to contact me at 212-353-4117 or via email at [drobbins@cooper.edu](mailto:d Robbins@cooper.edu). Thank you.

Sincerely,  
David Robbins  
Director of Housing and Residential Education and Programs