



Dear Applicant,

Thank you for your interest in the Resident Assistant position for the 2017-2018 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 compensation details. If you have any questions regarding your application and / or the selection process, please feel free to contact the Office of Housing & Residential Education.

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 2017.
- Applicants must have a cumulative GPA of 3.0 or better and be in good disciplinary standing with the University.
- Upon accepting a position, all staff is required to sign an RA contract, a FERPA Confidentiality Agreement, and the Student Staff Code of Ethics. If you have any questions regarding these documents, please contact the Office 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 Housing & Residential Education.

Applications and References are due by 5:00pm on FRIDAY, FEBRUARY 3rd, 2017. Please return all materials directly to the Office of Housing & Residential Education. The Office of Housing & Residential Education is located in Room #3B, third floor of the Cooper Union Residence Hall.

Student Staff Selection Process Timeline

- **Friday, 12/16/16:** Applications are available.
- **Monday, 1/30/17 at 9:30pm:** First Information Session (Residence Hall: Menschel Room)
- **Tuesday, 1/31/17 at 9:30pm:** Second Information Session (Residence Hall: Menschel Room)
- **Wednesday, 2/1/17 at 9:30pm:** Final Information Session (Residence Hall: Menschel Room)
- **Friday, 2/3/17:** Applications and references are due by 5:00pm, EST. Please return all materials to the Office of Housing & Residential Education.
- **Saturday, 2/4/17 at 10am:** Group Process. Required for all applicants. (Residence Hall: Menschel Room)
- **Beginning Week of 2/13/17:** Individual Interviews with Student Affairs Employees
- **Decision Notifications will be made by Friday, 3/10/17.**

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 all semesters of employment
- Anyone receiving financial assistance should contact the Office of Financial Aid 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 **Tuesday, August 22, 2017 to Saturday, August 26, 2017.**
- Resident Assistants are able to move in beginning at **12PM on Sunday, August 20, 2017** and are required to move in by the end of **Monday, August 21, 2017.**
- Throughout the semester, staff members are required to attend 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 21, 2017.**
- Spring training is scheduled for the weekend prior to the first day of spring semester classes. Resident Assistants will be required to attend Spring 2018 training on **January 13, 2018 and January 14, 2018.**
- 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 **12PM, Thursday, May 11, 2018.**

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. It is also important to note that RA positions are a one-year appointment. Each year, RAs are required to reapply and are considered in the context of the greater applicant pool. Also, there is a two-year maximum for students serving as an RA. No RA may serve in the role for more than four semesters (two academic years).

Please review your application carefully before submission. Make sure your references, essays, and resume are included. If your contact information changes, or if you have any questions, please contact the Office of Housing & Residential Education at 212-353-4099.

Sincerely,

Ryan Gambino
Graduate Assistant, Housing & Residential Education

David Robbins
Assistant Dean for Student Affairs



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 Housing & Residential Education
- 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 Housing & Residential Education
- 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 their assigned floors, and for maintaining the building as a whole. In this role, the Resident Assistant:

- alerts the Office of Housing & Residential Education 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
- 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 Assistant Dean for Student Affairs, or an appointee, 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 Assistant Dean for Student Affairs, or an appointee, 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 that 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 Office 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 Resident Assistant's job performance is unsatisfactory to the Dean of Students, Assistant Dean for Student Affairs, or an appointee, 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 Residential Education if your contact information changes at any time.

Including Spring 2017, 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 | Hours Per Week | Position | Dates Involved | Contact Person | Telephone |
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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 2017-2018 academic year. You may attach a separate list if necessary.

| Organization | Hours Per Week | Position | Dates Involved | Contact Person | Telephone |
|--------------|----------------|----------|----------------|----------------|-----------|
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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 document (12pt, Times New Roman Font, Double Spaced, 1" margins), printed and attached to your application. When developing a response please be clear and highlight specific examples to support your reflections and statements. It is important to remember to answer questions honestly and openly. Responses to questions are your space to express who you are as an individual and there are no right or wrong answers.

1. (A) Why do you want to be an RA? (B) What specific skills and experiences would you bring to the position and staff? (C) What do you wish to gain through this position?
2. Reflect upon a situation when you had to work with individuals who were different from your self. (A) Describe these differences and what was challenging for you? (C) As an RA, how would you work to support diverse communities on your floor(s) and larger residential community?
3. While there are several administrative aspects of the position, a large portion consists of developing and maintaining relationships with residents. (A) Describe the kind of relationship you would like to have with your residents. (B) What are some examples of ways you would build these relationships?
4. (A)What are you passionate about and how would this passion translate into the RA position? (B) What is one word you would use to describe yourself and why?

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 Housing & Residential Education
29 3rd Avenue #3B
New York, NY 10003

THE APPLICATION DEADLINE IS 5:00PM, FRIDAY, FEBRUARY 3, 2017.

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 3, 2017



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 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: **Office of Housing & Residential Education/ 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 the Office of Housing & Residential Education at 212-353-4099. Thank you.

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