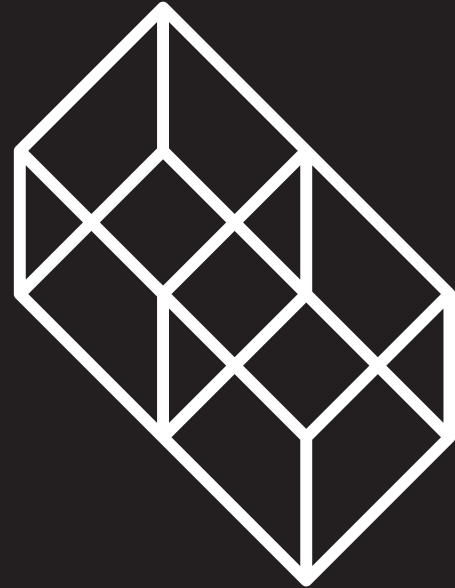


LAST NAME

FIRST NAME

M.I.



THE COOPER UNION

RESIDENT ASSISTANT
EMPLOYMENT APPLICATION
FALL 2012—SPRING 2013

COMPLETED
APPLICATIONS DUE
FEBRUARY 16, 2012
at 5PM

Dear Applicant,

Thank you for your interest in the Resident Assistant position for the 2012–2013 academic year. The RA position provides an excellent opportunity to gain leadership, enhanced communication and interpersonal skills, as well as experience as a community builder on your floor(s). Becoming a RA is a very important decision. Please read this application packet carefully. It contains important position description and stipend information. Please 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?

- All applicants must have completed at least one semester at Cooper and be of sophomore status by the fall of 2012.
- You must have a cumulative GPA of 3.0 or better and be in good disciplinary standing with the college to serve in the position.
- Upon accepting a position, all staff is required to review and sign a FERPA Confidentiality Agreement as well as the Student Staff Code of Ethics outlining expected behavior as staff. If you have any questions regarding these documents, please contact the Director 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 3 reference forms and a RA job description. The Residence Hall Team 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 3 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, FEBRUARY 16th, 2012.
Please return all materials directly to the Residence Hall Office.**

STUDENT STAFF SELECTION PROCESS TIMELINE

- **Monday, 1/16/12:** Applications are available.
- **Monday, 1/23/12 at 8:00pm:** First Information Session (Residence Hall: Menschel Room)
- **Tuesday, 1/24/12 at 12:00pm:** Second Information Session (Residence Hall: Room 3C)
- **Wednesday, 1/25/12 at 9:30pm:** Last Information Session (Residence Hall: Menschel Room)
- **Thursday, 2/16/12:** Applications and references are due by 5:00pm. Please return all materials to the Residence Hall Office, drop them in the box at the Residence Hall Security Desk, or in the box located in the Student Services office.
- **Saturday, 2/25/12:** Group Process Interviews and Interviews with current RA Staff 10:00am–2:00pm.
- **Beginning Week of 2/27/12:** Individual Interviews
- **Notifications will be made before March 9, 2012.**

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 these positions, staff should seriously consider other time commitments (i.e. internships, jobs, executive positions in student organizations, collegiate sports, etc.). 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 their 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 priority.

Please review your application carefully before submission. Make sure all of your references, essays, and resume are included. If your contact information changes at any time, please notify our office at 212.353.4099 to update your application. If you have any questions, please attend one of the information sessions or contact us via email at chamber@cooper.edu.

Sincerely,
Natasha Cornell-Poku and Chris Chamberlin

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's 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 your 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:

- 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 assist 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 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 they receive in the course of fulfilling their 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 satisfaction with the Resident Assistant's job performance.

SECTION 1: PLEASE TYPE OR PRINT NEATLY

NAME _____ DATE OF BIRTH _____

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? _____

COCURRICULAR 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.

ORGANIZATION	POSITION	DATES OF INVOLVEMENT	CONTACT PERSON	TELEPHONE

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.

ORGANIZATION/EMPLOYER	HOURS PER WEEK	DATES OF INVOLVEMENT	CONTACT PERSON	TELEPHONE

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.
2. **Motivation and Skills Essays:** Please respond to each of the following questions on a separate sheet of paper. Please type and limit each response to no more than 150–200 words.
 - A. What is your understanding of the Resident Assistant position and why are you interested in applying for it?
 - B. What factors contribute to a healthy living environment and how would you promote this within the residential community?
 - C. What qualities do you possess that help to set you apart from the other candidates?
 - D. What are your anticipated commitments and / or employment for the next academic year (i.e. jobs, work study, internships, etc.) and how would this relate to or hinder your role as a Resident Assistant?
3. **References:** Please list the names of the three individuals who will be providing a reference on your behalf. It is suggested that you select an individual from each 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.

	NAME	POSITION	PHONE	EMAIL
1				
2				
3				

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
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, FEBRUARY 16th, 2012.
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 _____

3 _____

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, February 16, 2012

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

CANDIDATE NAME _____ EMAIL _____

LOCAL ADDRESS _____

REFERENCE NAME _____ REF. EMAIL _____ REF. TEL. _____

REFERENCE ADDRESS _____

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Signature of Application _____ Date _____

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

Signature of Application _____ 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 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: **Chris Chamberlin/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 chamber@cooper.edu if you have any questions. Thank you.

Sincerely,
Christopher Chamberlin, *Residence Life at Cooper Union*

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