



### RESIDENCE ASSISTANT APPLICATION FORM

This position supports the Residence Program by providing security, being a point of contact, administering established policies and procedures, fostering inter-student communication and activities and by assisting in administration for the Residence Program. The Residence Assistant reports to the VP Student Life and must arrive on campus for training and preparation, one week prior to the arrival of new students to the Residence.

<b>Surname:</b>	<b>First Name:</b>
<b>Summer Address:</b>	<b>Summer Contact #:</b>
<b>RMC Program:</b>	<b>Year of Program:</b>
<b>Current Course load:</b>	<b>Anticipated Course Load:</b>
<b>Anticipated extra curricular activities:</b>	<b>Have you lived away from home before?</b>

Please indicate previous Residence or RA experiences.

Describe any training (courses taken) or experience which you could bring to the Residence Program.

Describe any previous supervision or management experience.

What are your reasons for applying for the Residence Assistant position?

Describe 2 things you would do as a RA to enhance the Residence Program?

Please read the job description below and write what you could offer students as a RA, personally and spiritually in no more than 2 to 4 pages. Write also what you would see your mission statement for the Residence Housing Program. **Please return your completed application to the HUB, no later than the closing date posted.**

#### 14.9 Residence Assistants (R. A.) (January 2009)

Residence Assistants are student staff who are under the direction of the Residence Manager to provide a safe, healthy and responsible environment for the students under their care.

- A. Terms of Contract
  - i. From the beginning of the fall Residence Training (the week prior to resident's arrival), to the closing of the residence at the end of the spring semester.
- B. Compensation
  - i. A reduction in residence housing fees.
- C. Responsibilities
  - 1. To be familiar with and be able to answer questions, administer the guidelines outlined in the Residence Program Guide and Residence Manual, as necessary;
  - 2. Build relationships with students assigned and serve as a resource and referral person for all residents. This includes:
    - a. Maintaining confidentiality of the school and students who share personal information; not discussing with others
    - b. Encouragement to students in their spiritual and academic walks;
    - c. Assisting residents in areas such as conflict resolution, dating relationships, spiritual struggles and academic difficulties;
  - 3. To facilitate the development of self-discipline among residents in such areas as:
    - a. Encouraging a positive ethos in residence, as well as among all members of the Residence Program community;
    - b. Inspiring residents to display proper regard for rights and property of others;
    - c. Helping residents to maintain quiet hours for study and sleep;
  - 4. To uphold the standards of the College, as evidenced by signing of the Community Responsibilities Agreement
    - a. Report violations of RMC's Policies to the Residence Manager and/or the VP Student Life.
  - 5. To provide the VP Student Life with names of students who may need counseling in a particular area of their life;
  - 6. Attend all R.A. meetings, workshops, training retreats and seminars and remain updated on all information in the R.A. manual;
  - 7. Attend all functions in support of the Residence Council;
  - 8. Observe neatness of rooms, hallways, laundry areas and lounge areas; report regular offenders to the Residence Manager;
  - 9. Carry out duties as outlined in the Emergency Procedure Package;
  - 10. Plan and execute weekly floor meetings;
  - 11. Devote 3 to 6 hours a week with student duties and activities;
  - 12. Be available in residence during "on call" periods on a scheduled rotation;
  - 13. Be prepared to stay until after the closing day of each semester;

14. Be prepared to stay during both reading breaks;

Any other duties as assigned by the VP Student Life.