

Resident Assistant Application Packet 2012-2013



*The Resident Assistant
Application Packet
includes the following materials:*

Timeline

Job Description

Overview of Application

Sample Cover Letter and Resume

Demographic and Reference Coversheet

*Completed materials should be returned
to the Office of Residential Education
101 St. Clair Street*

Questions?

*Contact us at 781-3880
or resed@hws.edu*

There's an RA for That!
Will you be the next amazing app?



HOBART
AND
WILLIAM SMITH
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Resident Assistant Selection Process 2012-2013 Timeline

November 28th	Applications available at Residential Education
November 28th	Tabling in Scandling Learn more about the RA position. Applications will be available at this time. Applications can be accessed online.
November 29th	Tabling in Scandling Learn more about the RA position. Applications will be available at this time. Applications can be accessed online.
November 29th 7-8pm, Stern 103	Information Session I Residential Education staff will be available to answer questions about the RA position and selection process.
December 2nd	All Spring Abroad RA Applications due to Residential Education (Candidates will sign up for interview times)
December 5th 6pm, Stern 103	“Creating a Cover Letter and Resume” Cover Letter and Resume Prep Session with Career Services
December 7th 7-8pm, Intercultural Affairs	Information Session II Residential Education staff will be available to answer questions about the RA position and selection process.
December 9th & 10th	Interviews for Spring Abroad Applicants 12/9 from 3pm-6pm, Res Ed Office
December 16th	All Returning RA and Senior RA Applications due to Residential Education (Candidates will sign up for interview times)
January 20th – January 21st	Returning RA and Senior RA Interviews 1/20 from 3pm-9pm
January 23rd 8-9pm, Stern 103	Information Session III Residential Education staff will be available to answer questions about the RA position and selection process.
January 27th	New RA Applications due to Residential Education (Candidates will sign up for interview times)
February 3rd	Group Process 6-9pm
February 8th, 9th, 10th	Personal Interviews 1pm-6pm
February 17th	Senior RAs and Returner RAs notified of their status
February 20th	Senior RA and Returner RA acceptances are due for the position
February 24th	RA Candidates are notified of their status
February 27th	RA Acceptances are due for the position



Overview of RA Application and Selection Process 2012-2013

New RA Applicant

A New RA Applicant is someone who is applying to be an RA for the first time. You will participate in the group process and individual interview. If you are offered an RA position you will be placed in a residence hall that we believe you will be successful in given your skill set. If you are not offered a position, but are offered to be an alternate, you may have the opportunity fill a vacant position any time during the next academic year.

Application Components: *Demographic Sheet, Cover Letter, Resume, Two Recommendations (template on Res Ed website).*

Application Due Date: *January 27th (If you are going abroad in Spring 2012 then your application is due December 2, 2011).*

Returning RA Applicant

A Returning RA Applicant is someone who has served in the capacity of an RA at HWS. You will not participate in group process; however, you will complete the Returning RA Application and participate in an interview with professional staff to present your Returning RA Application. This interview may consist of a verbal conversation, PowerPoint presentation, video, YouTube video, or another presentation method to present your thoughts, ideas, and reflections included in your application. Accepted returner applicants will complete detailed information about RA placement in the demographic sheet enclosed in the application packet. Accepted returners may be placed in any residential area on campus. We value the experience and knowledge that you bring to the team and encourage you to role model and provide leadership on your assigned staff.

Application Components: *Demographic Sheet, Returning RA Application, Two Recommendations (one from your Area Coordinator and one from someone on campus ((faculty, staff, fellow RA, resident, etc)) using the template on the Res Ed website), Interview with professional staff to present your application.*

Application Due Date: *December 16 (If you are going abroad in Spring 2012 then your application is due December 2, 2011).*

*If you are a Returning RA who is abroad in Fall 2011, you should follow the timeline of the New RA Applicants, but complete the Returning RA Application.

Senior RA (SRA) Applicant

A SRA is leader of staff who assumes specific responsibilities and works closely with the Area Coordinator. One SRA will be placed in each RA staff area. Preference for this position will be given to a candidate who has successfully completed a semester or year as a Resident Assistant on staff. You will not participate in group process; however, you will complete the Returning RA Application and participate in an interview with professional staff to present your Returning RA Application. This interview may consist of a verbal conversation, PowerPoint presentation, video, or another presentation method to present your thoughts, ideas, and reflections included in your application.

Application Components: *Demographic Sheet, Returning RA Application, Two Recommendations (one from your Area Coordinator and one from someone on campus (faculty, staff, fellow RA, resident, etc) using the template on the Res Ed website), Interview with professional staff to present your application.*

Application Due Date: *December 16 (If you are going abroad in Spring 2012 then your application is due December 2, 2011).*

*Note: Direct family members cannot serve as references. References can be former employers, supervisors, coaches, current RA, faculty, staff, etc.



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Resident Assistant Position Description 2012-2013

The Resident Assistant (RA) is a paid employee of the Office of Residential Education at Hobart and William Smith Colleges.

Requirements: 2.5 GPA or higher and good social standing.

Responsibilities include:

- Create and maintain a sense of community in the residential area to which the RA is assigned and maintain daily contact with the students in order to build community.
- Serve as a role model both on and off-campus.
- Serve as a peer advisor and resource person for students within the context and limitations of their training.
- Develop, implement, and evaluate programs and bulletin boards as defined by the Residential Education Programming Model.
- Assure that student behavior in the residence halls is in accord with Colleges' policies as outlined in the Handbook of Community Standards, and when needed complete Incident Reports for the safety and security of the community.
- Assist with keeping the residence halls in compliance with New York State Fire Code and help to correct behavioral violations of the code.
- Maintain open communication with Area Coordinators and other Residential Education staff members and inform them of potential situations that may require attention.
- Check mailbox in the Residential Education Office and HWS e-mail on a regular basis.
- Fulfill administrative duties such as, attendance at weekly staff meetings, one-on-ones as scheduled with supervisors, Room Condition Reports, Occupancy Reports (14 day), Weekly Reports, Incident Reports and Work Orders.
- Participate in mandatory staff training exercises and monthly in-service training programs.
- Accept full responsibility for use of the duty master keys when on duty. Master keys may only be used for official purposes which are directly related to the position responsibilities as instructed by professional staff.
- Work to maintain a positive working relationship with Buildings and Grounds and Campus Safety through consistent communication.
- Remain on campus until the residences are closed at the end of each semester. RAs should not plan to depart from campus until the buildings are closed.
- Participate as needed in RA Selection and Housing Selection processes.
- Other duties as assigned.

Benefits Include: Room fee waived (~\$6,000/year)



Senior Resident Assistant Position Description 2012-2013

The Senior Resident Assistant (SRA) is a paid employee of the Office of Residential Education at Hobart and William Smith Colleges.

Requirements: 2.5 GPA or higher and good social standing.

Preference: Previous RA experience and employable for the full academic year.

Responsibilities include:

- Fulfill Resident Assistant duties outlined in their signed contract including participation in duty rotation.
- Attend monthly meeting with other Senior Resident Assistants.
- Advise Resident Assistants within area of responsibility.
- Conduct staff developers.
- Maintain awareness of student issues and assist RAs with understanding and knowledge of these issues.
- Coordinate additional social, educational, and passive programming efforts for residents in area of responsibility.
- Advise Residence Hall Association.
- Recruit members for Residence Hall Association.
- Facilitate elections for Residence Hall Association.
- Co-coordinate the opening and closing for the academic year with the Area Coordinator.
- Remain on campus until the residences are closed at the end of each semester. SRAs may not depart campus until the buildings are closed.
- Participate on the RA Recruitment Committee.
- Assist Area Coordinator with keeping the residence halls in compliance with New York State Fire Code.
- Create and maintain sense of community in the Area to which the SRA is assigned.
- Serve as a peer advisor and resource for RAs and students within the context and limitations of their training.
- Participate in SRA training and co-facilitate RA training. (Date TBD)
- Area and/or Central office hours (as needed).
- Other duties as assigned.

Benefits Include: Room fee waived (~\$6,000/year), \$100/month stipend; flexible meal plan options.

SAMPLE COVER LETTER

Hobart and William Smith Colleges
Box 0001 Scandling Center
Geneva, NY 14456

January 12, 2006

Janie Smith
Human Resources
M & A Trust
100 Main Street
Pleasantville, NY 01234

Dear Ms. Smith:

I am a junior at Hobart College working toward my Bachelor of Arts in Economics. I am seeking an internship for this summer 2006, and while researching opportunities in the field of finance, I found that you have an internship program working with mergers and acquisitions. I am writing to inquire about possible summer opportunities.

My work background and coursework have supplied me with many skills and an understanding of mergers and acquisitions. As an intern at Merrill Bank, I worked with a small team on life mandates, business development and quantitative company valuation analyses. During this experience, I was also able to assist with the development of a pitchbook; containing background information about the industries the company was operating in and interested in operating in, to financial analysis of companies that could make good takeover targets, and ways of financing the deal. I feel that the combination of my education and experience will make me a valuable candidate for your internship program, and I am excited at the opportunity this presents me.

I look forward to speaking with you in person regarding this internship and my qualifications. I can be reached at (315) 781-1234 or via email at whired@hws.edu. I will also be in the Pleasantville area during my Spring break, March 13 - March 17. I will contact you next week to see if it would be possible to meet with you during that time to discuss your program.

Thank you for your time and consideration.

Sincerely,

Will B. Hired

Will B. Hired

SAMPLE RESUME

WILL B. HIRED

Hobart College • 1000 Scandling Center • Geneva, NY 14456 • (315) 781-1000
123 Main Street • Anywhere, NY 10000 • (123) 456-7890 • willbhired@yahoo.com

OBJECTIVE: To obtain an entry level position within the financial industry that will utilize my analytical, multi-tasking and customer focused skills.

EDUCATION

Hobart College
Bachelor of Arts in Economics
Minor: International Relations
Geneva, NY
Anticipated May 2007
GPA: 3.54

RELATED COURSEWORK

♦ Accounting, Econometrics ♦ Statistics ♦ Mathematical Economics
♦ Business Law ♦ Political Economy ♦ Economic Development and International Trade

HONORS

Orange Key Honor Society Spring 2005-present
International Honors Society in Economics Fall 2004-Present

EXPERIENCE

Merrill Lynch International London, England
Summer Analyst Summer 2004

- ♦ Provided a weekly Euro Corporate Market Update to assist the Debt Capital Market team in dealing with current and potential clients; included information about completed and current transactions as well as speculations about expected activity in the upcoming week
- ♦ Compiled research for two Managing Directors on existing and potential German-based clients by finding unleveraged debt in annual reports

RCW Mirus Cambridge, MA
Intern Fall 2003

- ♦ Assembled due diligence for an M&A transaction, which required strong organizational skills to complete research and build Excel spreadsheets
- ♦ Assisted directors providing investment banking services to private and public middle-market corporations, as well as merger advisory, private equity raising and valuation services to entrepreneurs, corporations and financial investors

MdRx Direct New York, NY
Intern Summer 2003

- ♦ Provided comprehensive market research on competing companies and industries for portfolio managers.
- ♦ Participated in weekly market strategy meetings with key office account executives
- ♦ Provided initial screening of potential clients based on their compatibility with the goals and requirements of the firm
- ♦ Developed a comprehensive database of prospective clients that was utilized by the firm

South Carolina Yacht Club Hilton Head, SC
Sailing Instructor Summer 2002

- ♦ Taught basic sailing and racing techniques to 10 children, ages 7-14
- ♦ Led daily classes on weather, safety and boating terminology
- ♦ Maintained fleet of 20 Optimus, 12 JY's and a Pearson Ensign

ACTIVITIES

Hobart Investment Club, Hobart and William Smith Colleges, Geneva, NY Fall 2003 - present
Division I Hobart Squash 2005-06, 2001-02
Division III Hobart Tennis 2001-2004

SKILLS

Computer: Proficient in Bloomberg, Microsoft Excel, PowerPoint, Word, SAS Programming
Language: Proficient in the French language



Resident Assistant Demographic and Reference Coversheet

This sheet will serve as a coversheet for your completed application. Please remove it from this packet in order to include it with you application.

Name: _____ Campus Address: _____
 Campus Box #: _____ Campus Phone: _____ Cell Phone: _____
 Home Address: _____ Home Phone: _____
 Current GPA: _____ Major: _____ Minor: _____
 Semesters on Campus: _____

Please list all of the residence halls or houses in which you have lived on campus:

If you are a Returning RA Applicant, please indicate your areas of interest.
 _____ 380 S. Main _____ Odell's _____ Emerson _____ Small Houses _____ Residence Halls
 If you were not placed in one of the above areas, you would be interested in the following buildings or areas.

Are you currently on academic or social probation? Yes/No
 Have you applied to go abroad? Yes/No If so, for what semester? _____
 Are you student teaching or participating in an internship during the school year? Yes/No
 If so, please explain: _____

References should submit the template located on the Res Ed website.

Contact Information for Your References:

Hobart and William Smith Colleges Reference (faculty, staff, RA, Area Coordinator)

Name: _____ Department: _____
 Phone: _____ Email: _____
 Relationship to Candidate: _____

Hobart and William Smith Colleges (faculty, staff, RA, Area Coordinator) or Outside Reference (coach, mentor, employer, etc.)

Name: _____ Department: _____
 Phone: _____ Email: _____
 Relationship to Candidate: _____

I understand that representatives from the Office of Residential Education will check my grades and all student records, including disciplinary records, to verify the information I have provided is accurate. I have read and understand the Resident Assistant job description.

 Applicant Name (please print)

 Date

 Applicant Signature