Resident Assistant Application Process 2010-2011
CHATHAM University | Office of Residence Life, Student Affairs

IMPORTANT DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location/Details</th>
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</thead>
<tbody>
<tr>
<td>Applications Available</td>
<td>Monday Nov. 16, 2009</td>
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<tr>
<td>RA Selection Kick Off</td>
<td>Monday Nov. 16, 2009 Various Locations 11:00am-7:00 p.m.</td>
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<tr>
<td>Informational Sessions</td>
<td>Tuesday Dec. 1, 2009 Woodland Hall 8:00pm-8:30pm</td>
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<td>Wednesday Dec. 2, 2009 Fickes Hall 9:00pm – 9:30 p.m.</td>
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<td>Thursday Jan. 7, 2010 Various locations 11:00am – 7:00 p.m.</td>
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<td>Wednesday Jan. 13, 2010 Carriage House 4pm-5pm</td>
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<td>Applications Deadline</td>
<td>Friday Jan. 15, 2010</td>
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<tr>
<td>Individual Interviews</td>
<td>Tuesday-Friday Feb. 16 - Feb. 19, 2010</td>
<td></td>
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<td>Group Process Day</td>
<td>Saturday Feb. 20, 2010</td>
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<tr>
<td>Decision Letters in Mailboxes</td>
<td>Thursday February 26, 2010</td>
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<tr>
<td>Acceptance Forms and Contracts due</td>
<td>Friday March 26, 2010</td>
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<tr>
<td>Room Selection</td>
<td>Tuesday-Friday April 5 - April 9, 2010</td>
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<tr>
<td>RA Pre-Training Meeting</td>
<td>Saturday April 17, 2010</td>
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GENERAL REQUIREMENTS

**Academic Requirements**: All students wishing to apply for the Resident Assistant Position must have a minimum cumulative G.P.A. of 2.5, maintain a fulltime student course load throughout the term of employment, and have a minimum class status of sophomore. All candidates must successfully complete SDE 138 in the fall semester of their employment.

**Residential Living Experience**: All students wishing to apply for the Resident Assistant position must have at least one semester of on-campus living experience at Chatham University and must live in the assigned hall for the duration of employment.

**Training/Job Requirements**: Candidates must be available and participate in all training sessions, staff meetings, one on ones, in services, and other activities as needed. They must also be present for the opening and closing of buildings.
THE APPLICATION PROCESS

Applications: Due on January 15, 2010, applications allow candidates an opportunity to share why they are interested in the RA position with the Office of Residence Life. It also gives candidates an opportunity to register for the fall semester SDE 138 class, a requirement to be hired for a RA position.

Recommendations: All candidates must include two recommendations for their completed application file. At least one of these recommendations must be from a faculty or professional staff member of the Chatham community. Members of the Residence Life staff should not complete recommendation forms due to their involvement in the final staff selection process.

SDE 138 Class: The Living and Leading in College course is structured as a resident assistant leadership development class open to all students, but required for all first-time resident assistants in serving on the 2010-11 staff. The class will offer an opportunity to reflect on your experience and to build your abilities. Additionally, we will cover a broad range of topics to help you succeed in the RA role.

Interviews: Individual interviews will be held from February 16 –February 19, 2009. Group Interviews will take place on Saturday, February 20th, starting at 9:00 a.m.

OTHER IMPORTANT INFORMATION

The Resident Assistant position is an important leadership opportunity on campus. If hired, you should consider the position second only to academics. You are encouraged to discuss the opportunity at length with current RAs and/or professional staff, or to attend an information session.

All Residence Life staff members are called upon to focus on community development, resident empowerment and involvement, and to organize educational and social programs for their residents.

Resident Assistants need to make a commitment to ongoing training with the Office of Residence Life and various departments throughout the University. Staff members are required to return to campus one to two weeks prior to the fall move-in dates to participate in a fall training program. In addition, all Residence Life staff must participate in regular staff meetings and 1-on-1s with their direct supervisor. These average 1-2 hours per week.

Resident Assistants will need to enroll and successfully complete SDE 138: Living and Leading in College class in the fall semester after their appointment. This is a 3 credit, graded course. Earning a grade of B or better is a requirement to hold a RA position.

All Resident Assistants must be full-time undergraduate students with sophomore, junior or senior standing at Chatham University upon employment.

All Residence Life staff members must have a semester and cumulative GPA of at least a 2.5 upon and throughout employment with the office.

A job description is provided for information purposes only. If offered a position, you will receive a contract and updated job description for the 2010-11 academic year.

Updated September, 2009
PERSONAL INFORMATION
Name:
Birthdate:
ID Number:
Campus Phone:
Permanent Phone:
Campus Address:
Permanent Address:
Mailbox #:
Email address:

ACADEMIC INFORMATION
Major/ Concentration:
Number of Semesters at Chatham:
Current Class Year:
Cumulative GPA:

HOUSING INFORMATION:
How many semesters have you lived on campus at Chatham University?_____________________________________
Other than Chatham, do you have any previous residential living experience in an educational setting?___________

ESSAY QUESTIONS
1. If you could meet and talk with one leader from any time period, who would you chose and what would you ask him or her about his or her leadership experience?
2. Please discuss some of the issues facing Chatham’s residential living community and how you would address them as a resident assistant.
3. Being a resident assistant is both a challenging and rewarding job. What difficulties do you think you might face in this position and how will you work to overcome these challenges as a resident assistant?

REFERENCES
Please list the two people who will be submitting letters of reference for you along with their phone numbers and/or email address. At least one reference must be a faculty or professional staff member of the Chatham community. **NOTE:** Members of the Residence Life Staff will not be eligible to complete recommendations due to their involvement in the final staff selection process.
1.
2.

FINAL NOTES
Please return applications to the Office of Residence Life by 5:00pm Friday January 15, 2010. Additionally, please make sure to enroll in SDE 138 for the fall semester of 2010 as successful completion of this class is a requirement to maintain a position on the 2010-11 Resident Assistant staff. Finally please note that all aspects of the selection process are important to the selection process. Therefore, please make plans to attend portions of the selection process and submit all materials. Failure to do so may affect your eligibility to be selected as a Resident Assistant for the 2010-2011 academic year.